
BOARD OF COMMISSIONERS' MEETING



February 20, 2018



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD OF COMMISSIONERS

NOTICE AND AGENDA FOR

February 20, 2018

PLEASE TAKE NOTICE that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, February 20, 2018 at 7:00 p.m.** in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

- | | |
|--------|----------------------|
| ITEM 1 | CALL TO ORDER |
| ITEM 2 | INVOCATION |
| ITEM 3 | PLEDGE OF ALLEGIANCE |
| ITEM 4 | ROLL CALL |
| ITEM 5 | APPROVAL OF MINUTES |
| ITEM 6 | COMMUNICATIONS |
| ITEM 7 | CITIZENS' TIME |
| ITEM 8 | FOR CONSIDERATION |

CONSENT AGENDA ITEMS

Buildings and Grounds

- A. Request for Approval of a Contract with Allied Mechanical to Replace the Boilers at the Lake/Lamont Building

Clerk/Register

- B. Request for Approval of County ID Program Advisory Board Bylaws

Community Corrections

- C. Request for Approval of Contract with Michigan Department of Corrections and approve the Elimination/Creation of Positions
- D. Request for Approval of a Contract with Kalamazoo County Community Mental Health & Substance Abuse Services for Clinician to Perform On-Site Screening of Community Corrections Clients

Finance

- E. Request for Approval of Amendments to Purchasing Card Policies & Procedures Manual
- F. Request for Approval of Resolution for the Purchasing Card Program
- G. Request for Approval of Housekeeping Amendments to Purchasing Policies & Procedures Manual
- H. Request for Approval of Software Agreement with OpenGov to Provide Budgeting and Financial

Transparency Software

Health & Community Services

- I. Request for Approval of Appointment of a Anne Zemlick as a Representative to the Area Agency on Aging Association of Michigan Board of Directors
- J. Request for Approval of an Agreement with Senior Services of Southwest Michigan for the Delivery of Meals on behalf of the Community Action Agency Unit
- K. Request for Approval of Letter of Agreement to Participate in Consumers Discretionary Program through the Michigan Community Action
- L. Request for Approval of Medicaid Health Plan Care Coordination Agreement for Children's Special Health Care Services with Molina Health Care of Michigan, Inc.
- M. Request for Approval to Accept Funding Award from the State of Michigan's Home Visitation Initiative for Funding for Maternal and Child Health Unit and the Creation of Position (grant funds)

Human Resources

- N. Request for Approval of Letter of Engagement with Korn Ferry Hay Group for Job Evaluation Services
- O. Request for Approval of Amendment to Personnel Policy 5.03 and Eliminate Personnel Policy 6.08 – Annual Leave Payout
- P. Request for Approval of Amendment to Personnel Policy 5.06 – KalFlex Benefit Plan
- Q. Request for Approval of Amendment to Personnel Policy 4.03 – Holiday Compensation

Planning & Community Development

- R. Request for Approval of Resolutions to Approve Transfer of Two properties from the County to Gull Lake Sewer and Water Authority and Approval of the Quit Claims

Board of Commissioners

- S. Request for Approval of Transfers and Disbursements
- T. Request for Approval of Skilled Trades Training Fund Program Administration for FY 2018 for the Michigan Works! Southwest Area
- U. Request for Approval of Re-Appointment of Martin Janssen to Kalamazoo County Transportation Authority and Central County Transportation Authority

NON-CONSENT AGENDA ITEMS

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

- V. Request for Approval of Resolution Authorizing the Funding of a Local Fund through a Millage Request Submitted to the Electorate on August 7, 2018
- W. Request for Approval of Community Corrections Advisory Board Appointments

- ITEM 9** **OLD BUSINESS**
- ITEM 10** **NEW BUSINESS**
- ITEM 11** **COUNTY ADMINISTRATOR'S REPORT**
- ITEM 12** **MEMBERS' TIME**
- ITEM 13** **VICE CHAIRPERSON'S REPORT**
- ITEM 14** **CHAIRPERSON'S REPORT**
- ITEM 15** **ADJOURNMENT**

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:

KALAMAZOO COUNTY GOVERNMENT | 201 West Kalamazoo Avenue | Kalamazoo, Michigan 49007 | (269)384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 2/20/2018

DEPARTMENT: Buildings and Grounds

PREPARED BY: Eric McNamara & Ron Kuivenhoven

SUBJECT: Lake/Lamont Boiler Replacement

SPECIFIC ACTION REQUESTED:

Approval to contract with Allied Mechanical to replace the boilers at the Lake/Lamont building.

DESCRIPTION OF ACTION (dollar amount, purpose):

At the Lake/Lamont building, the original two marine boilers from the mid 1980's are at the end of their useful life. We intend to remove and replace them with two modern 95% high efficiency condensing boilers, similar to those in the newest County buildings. Cost for the removal and replacement is \$109,885.

TIME FRAME OF ACTION:

As soon as feasible.

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

General Fund, Major Repairs Account.

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:

ANY OTHER PERTINENT INFORMATION:

These boilers should be eligible for a Consumer's Energy efficiency rebate of approximately \$3,000, to be returned to general 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)

Contract went through formal bid process, with six responses, three of which were local. Allied Mechanical was low bidder and is one of those three local contractors.

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amanda Morse	Deputy County Administrator, Internal Services	384-8148



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 20, 2018
DEPARTMENT: Clerk/Register
PREPARED BY: Tim Snow
SUBJECT: ID Advisory Board By-Laws

SPECIFIC ACTION REQUESTED:

Approval of By-Laws for the County ID Advisory Board

DESCRIPTION OF ACTION (dollar amount, purpose):

TIME FRAME OF ACTION:

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)

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

By-Laws were approved by the ID Advisory Board on February 7, 2018.

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:

NAME

TITLE

PHONE
NUMBER

Tim Snow

Clerk/Register

384-8141

KALAMAZOO COUNTY ID CARD ADVISORY BOARD

BYLAWS

ARTICLE I NAME

The name of this body is the Kalamazoo County ID Card Advisory Board.

ARTICLE II AUTHORITY

The Kalamazoo County ID Card Advisory Board was established by the Kalamazoo County Board of Commissioners on July 5, 2017 under the same Resolution that created that County ID Card Program.

While the ID Card Advisory Board functions under no specific statutory authority, it is created under the discretion of the Board of Commissioners for specific and limited purposes. The Committee shall operate under the County's operating and fiscal policies.

ARTICLE III POWERS AND DUTIES; ANNUAL REPORT

1. Work with the Kalamazoo County Clerk/Register to develop procedures for administering the ID Card program and to review and recommend guidelines, forms and procedures for issuing County ID Cards.
2. Develop plans for the promotion of the ID Card program, which may include advertising, printed information and other similar items.
3. Assist the County Clerk/Register to locate volunteers and interns and other similar individuals to assist with the operation of the ID Card program. These individuals will be supervised by the designated ID Card staff member within the Clerk/Register's Office and the Clerk/Register.
4. Provide an annual report to the County Board of Commissioners outlining the activities and accomplishments of the Board.

ARTICLE IV BOARD ORGANIZATION

Section 1. Board Membership: The Kalamazoo County ID Card Advisory Board (Board) shall be under the general control of the Board of Commissioners of Kalamazoo County and shall consist of eleven (11) members. Nine (9) members shall be appointed

by the Board of Commissioners. In addition, a representative from the County Clerk/Register's Office and a representative from the County Sheriff's Office shall be voting members. Two members of the Board of Commissioners shall be appointed to serve as non-voting members. One Commissioner shall be the primary representative, one shall be an alternate representative.

Section 2. Term of Members: The term of office of a Board member shall be three (3) years from January 1 of the year of appointment and each member shall hold office thereafter until his/her successor is appointed and qualified. Appointments shall initially be made for staggered one (1), two (2), or three (3) year terms so that terms of members are overlapping. A member may be reappointed.

Section 3. Vacancies in Office. When a vacancy occurs on this Board, either by death, resignation, or removal, the vacancy shall be filled by the Board of Commissioners for the remainder of the unexpired term.

Section 4. Neglect of Duties: Board members shall attend meetings and functions of the Board. Board members shall be required to attend a minimum of 75% of the regular meetings per year. In cases where such does not occur, the Board may seek a Board member's resignation and/or request the County Board of Commissioners to remove the Board member.

Section 5. Officers: The Board shall elect a Chairperson, Vice Chairperson and Secretary at the first meeting following the appointment of members by the Board of Commissioners.

Section 6. General Conduct: The Kalamazoo County ID Card Advisory Board shall function as a unit; therefore, individual members shall not speak for the Board unless authorized by the Board to do so.

Section 7. Powers and Duties: The Board shall have such powers and duties as shall from time to time be provided by law or be assigned by the Kalamazoo County Board of Commissioners.

ARTICLE V

OFFICERS AND STAFF

Section 1. Chairperson: The Chairperson's duties and powers shall include the following:

- A. He/she shall preside at all meetings of the Board.

- B. He/she shall appoint all standing and special committees of the Board and all commissions or agencies established by law or by the Board, subject to approval of the Board.
- C. He/she shall serve as an ex-officio member of all committees and subcommittees of the Board.
- D. He/she shall be the ceremonial representative of the Board and shall perform such other duties as specified by law, the Kalamazoo County Board of Commissioners, or by custom.

Section 2. Vice Chairperson: The Vice Chairperson shall preside in the absence of the Chairperson and shall perform such other duties as may from time to time be assigned.

Section 3. Secretary: The Secretary shall be the Secretary of the Board shall perform such duties as may from time to time be assigned.

Section 4. Clerical Support. Clerical support for the Board will be provided by the County Clerk & Register of Deeds Office. The clerical staff shall have the following duties:

- A. Record all proceedings of the Board.
- B. Make regular entries of all resolutions and decisions upon all questions.
- C. Record the vote of each member on any questions submitted to the Board if requested by any member present.
- D. Prepare copies of the minutes of the proceedings of the Board for distribution to the members of the Board pursuant to Article VI, Section 6.
- E. Perform such other and further duties as the Board may require.

ARTICLE VI

MEETINGS

Section 1. Regular Meetings: Except as otherwise required by law, or provided by the Board, regular meeting of the Board shall be as follows:

- A. The Board shall meet monthly on a schedule determined by the Board at its first meeting of the year. Additional meetings of the Board may be convened by the Chairperson, as requested by any member of the Board, County Commission, and/or agency employee.
- B. All regular meeting of the Board shall be held at the Kalamazoo County Administration Building, 201 W. Kalamazoo Ave., unless the Board shall otherwise specify.
- C. All meetings of the Board shall be held in accessible public facilities and shall be conducted according to the Open Meetings Act.

D. Unless a motion of adjournment shall otherwise direct, any regular meeting of the Board may be reconvened by the Board Chairperson by service on the other members a written notice of the time and purpose of any such reconvened meeting; provided, however, service may be waived in writing by a member; said waiver shall become a part of the permanent record. Service of such notice may be made by delivering the notice to the members personally, or by leaving the same at each member's residence with some person of the household at least eighteen (18) hours before such meeting is to take place, or by depositing the same to such member at his/her last known residence address at least seventy-two (72) hours before such meeting is to take place. Such service may be made by a member of the Board or any employee or agent of the Board. A public notice stating the date, time and place of a rescheduled regular or special meeting shall be posted at the Kalamazoo County Administration Building eighteen (18) hours before the meeting. Any adjournment necessitated because of a lack of a quorum shall be sine die, subject to being reconvened by the chairperson of the Board as provided in this Subsection (MCLA 15.265).

Section 2. Special meeting: The Chairperson or any two (2) members of the Board upon written notice being served to each member or left at his/her place or residence at least eighteen (18) hours prior to such meeting may call a special meeting. Members may waive notice of any special meeting either before or after the holding thereof. A public notice stating the date, time, and place of a special meeting shall be posted at the Kalamazoo County Administration Building at least eighteen (18) hours before the meeting (MCLA 15.265).

Section 3. Adjourned Meetings: Any legal meeting of the Board may be adjourned from time to time as the Board may deem necessary.

Section 4. Quorum: A majority of the members shall constitute a quorum for the transaction of the business of this Board.

Section 5. Voting: Except as otherwise provided by statute, all questions shall be determined by the votes of a majority of the members present.

Section 6. Distribution of Minutes: Proposed minutes shall be available for public inspection not more than eight (8) business days after each meeting. A copy of the proposed minutes shall be distributed to each member not less than six (6) days prior to the next regularly scheduled meeting.

Approved minutes shall be available for public inspection not later than five (5) business days after the meeting in which the Board approves the minutes. Corrections in the minutes shall be made not later than the next meeting after the meeting to which the minutes refer. Correction minutes shall be available no later than the next subsequent

meeting after corrections. The corrected minutes shall show both the original entry and the correction.

Section 7. Public participation: Any member of the public may comment on agenda items prior to the taking of a vote thereon. Individuals after being recognized, shall identify themselves by name and address and shall ordinarily limit their presentation to four (4) minutes unless the time is otherwise extended by the Chairperson or by the vote of the Board.

Section 8. Open Meetings Act and Freedom of Information Act: The Board is a public body and as such shall be governed by the Michigan Open Meetings Act (Act 267 of the Public Acts of 1976, as amended) and the Michigan Freedom of Information Act (Act 442 of the Public Acts of 1976, as amended).

Section 9. Rules of Order: Robert's Rules of order, newly revised, shall govern the Board and its committees in all of the deliberations except as modified by these bylaws. The Rules of Order of business may be suspended at any meeting by a two-thirds (2/3) vote of those present.

ARTICLE VII COMMITTEES

Section 1. Committees: The Board shall establish a committee structure by which to accomplish its tasks. The Board, from time to time, may establish special committees as necessary. Committee membership may include non-members of the Board.

Section 2. Appointment of Committees: the Chairperson of the Board shall have the power to appoint to such committees such members as shall be required thereon.

Section 3. Criteria: Committee members shall be selected on the basis of their qualifications in the subject matter to be considered by the committee and shall, as nearly as possible, be representative of the people of the County.

ARTICLE VIII RULES OF GENERAL CONDUCT AND PROCEDURE

Section 1. General Conduct: A member shall not use profane, intemperate or discourteous language or conduct.

Section 2. Conflict of Interest:

- A. No member shall be a party, directly or indirectly, to any contract between himself/herself and the County except as provided in Subsection C below (MCLA 15.322).
- B. No member shall directly or indirectly solicit any contract between the County and (1) himself/herself; (2) and firm (meaning a co-partnership or other unincorporated association) of which he/she is a partner, member or employee; (3) any private corporation in which he/she is a stockholder owning more than one percent of the total outstanding stock of any class where such stock is not listed on a stock exchange, or stock with a present total market value in excess of \$25,000 where such stock is listed on a stock exchange, or of which he/she is a director, officer, or employee; or (4) any trust of which he/she is a beneficiary or trustee; nor in the re-negotiation thereof, amendment thereto, or approval thereof; nor shall he/she represent either party in the transaction except as provided in Subsection C below (MCLA 15.322).
- C. (1) Subsections A and B shall not apply to a member who is paid for working an average of 25 hours or less per week for the County.
(2) A contract as defined in and limited to Subsections A and B involving the County and a member shall meet all of the following requirements:
 - (a) The member promptly discloses any pecuniary interest in the contract to the Board, which has the power to recommend approval of the contract to the County Board of Commissioners, which disclosure shall be made a matter or record in its official proceedings.

ARTICLE IX AMENDMENT

These bylaws may be amended, altered, changed, added to, or repealed by the affirmative vote of a majority of the members of the entire Board at any regular or special meeting, provided notice of the intention to amend and a copy of the proposed amendment had been included in the call; however, the adoption of the amendments is subject to the approval of the Board of Commissioners. Further, a two-thirds (2/3) vote of the entire Board shall be required when a motion to amend, alter, change, add to, or repeal these bylaws is not included on the regular call. The Board of Commissioners shall have the right to amend said bylaws at any time, with or without action by the Kalamazoo County ID Card Advisory Board.

The Kalamazoo County Board of Commissioners approved these bylaws at a regular meeting held February 20, 2018.

KALAMAZOO COUNTY BOARD OF COMMISSIONERS

Stephanie Moore, Chairperson

Timothy A. Snow, County Clerk/Register



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 20 Feb 18

DEPARTMENT: Community Corrections

PREPARED BY: Kenneth D. Bobo, Director

SUBJECT: Contract, Position Funding Modification, CCAB
Appointments

SPECIFIC ACTION REQUESTED:

1. Approve acceptance of MDOC grant CPS-2018-1-29 for FY18 in the amount of \$649,255.00;
2. Authorize re-allocation of funding for select personnel;
3. Approve contract between Kalamazoo County and Kalamazoo County Community Mental Health Services in the amount of \$4,615.00.
4. Appoint members to Advisory Board.

DESCRIPTION OF ACTION (dollar amount, purpose):

1. The MDOC grant supports Community Corrections Advisory Board Administration, Cognitive Behavioural Training, Intensive Supervision, Drug Testing, Pretrial Supervision, an Employment initiative, Mental Health and Substance Abuse Screening and a Felony Drunk Driver Jail Reduction program.
2. Funding for the Cognitive Program personnel have changed with the 2018 CPS grant, and this is a request to align the personnel with the funding.

ITEMS C. & D.

3. Approve contract between Kalamazoo County and Kalamazoo County Community Mental Health Services, for clinician to perform on-site screening of Community Corrections clients, at the Community Corrections Office, 20-hours per month.
4. The Community Corrections Advisory Board is a statutory creation (1988 PA 511; MCL 791.401), and the membership of the Board is dictated by section seven of the Act, MCL 791.407. Each year, half of the members' terms expire. The terms of the Sheriff, Probate Court, Defense Attorney, Probation, Media, Workforce Development Board, Community Alternative Programs and the Business Community need to be filled. The CCAB solicited applications, conducted interviews of applicants in those categories where there were multiple applicants, and recommends the following persons for appointment to the respective positions:

Sheriff	Richard C. Fuller, III
Probate Court	Steve Burnham
Defense Attorney	Keith Turpel
Probation	Lara Neuman
Media	John McNeill
Workforce Development Board	Dallas Oberlee
Community Alternative Programs	Jim Edwards
Business Community	Kelvin Lee

TIME FRAME OF ACTION:

Grant year is 01 October 2017 through 30 September 2018.

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

Grant from Michigan Department of Corrections.

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)

Modify:

Programming Administrator 10714-003

From: 100% 331-176-704.00

To: 60% 331-176.704.00

15% 331-179.704.00

15% 331-174.704.00

10% 331-178.704.00

Effective: 01 Oct 17

Programming Case Manager 10919-001

From: 100% 331-176-704.00

To: 60% 331-176.704.00

15% 331-179.704.00

15% 331-174.704.00

10% 331-178.704.00

Effective: 01 Oct 17

NEW OR RENEWAL:

The grant and contract are technically new items however, each has existed in their own right for, and under the same general terms and conditions, since 1990.

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)

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Kenneth D. Bobo	Director	269.383.6434



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 2/20/2018

DEPARTMENT: Finance

PREPARED BY: Tim Meeker

SUBJECT: Approval of Amendments to Purchasing Card Policies & Procedures Manual, Approval of Resolution Authorizing an Agreement with PNC Bank for the Purchasing Card Program

SPECIFIC ACTION REQUESTED:

Approval of Amendments to Purchasing Card Policies & Procedures Manual, Approval of Resolution Authorizing an Agreement with PNC Bank for the Purchasing Card Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Purchasing Card Policies & Procedures Manual was last updated in 2004 and many of the references within this document are outdated and need to be updated.

Below is a summary of the changes:

- References to the Purchasing Department have been updated to Finance Department
- References to a specific bank have been removed and replaced with generic language.
- The following statutory language has been inserted into the policy: "the total combined authorized credit limit of all credit cards issued by a local unit shall not exceed 5% of the total budget of the local unit for the current fiscal year".
- Clarification on spending limits was instituted. This included establishing standard spending limits per card.

TIME FRAME OF ACTION:

Immediately

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

N/A

PERSONNEL IF REQUIRED:

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

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

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:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amanda Morse	Deputy County Administrator- Internal Services	(269) 384-8148



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

Kalamazoo County Board of Commissioners **RESOLUTION** RESOLUTION AUTHORIZING AN AGREEMENT FOR THE PURCHASING CARD PROGRAM AMENDMENT TO RESOLUTION

WHEREAS, the County of Kalamazoo would like to continue to implement a purchasing (credit) card program for County employees; and

WHEREAS, PA 266 of 1995 authorizes local units of government to authorize and regulate credit card transactions; and

WHEREAS, the Kalamazoo County Board of Commissioners would like to continue its contract with PNC Bank (formerly National City Bank) to provide the purchasing card services.

NOW THEREFORE BE IT RESOLVED, that the Kalamazoo County Board of Commissioners adopts the following guidelines for purchasing cards to conduct County business:

- A The Purchasing Manager, will be the authorized Signer for the County.
- B. The Purchasing Manager is authorized to add, change and delete Cardholders from the account.

BE IT FURTHER RESOLVED, that the Kalamazoo County Board of Commissioners adopts and implements the attached "County of Kalamazoo Purchasing Card Policies and Procedures Manual" as amended.

BE IT FURTHER RESOLVED, that the appropriate County officials be authorized to enter into a credit card agreement with PNC Bank to provide the purchasing card services.

BE IT FURTHER RESOLVED, that this resolution serves as an amendment to the previous resolution passed by the Kalamazoo County Board of Commissioners on January 6, 2004.

BE IT FURTHER RESOLVED, that this Resolution shall be effective immediately and shall remain in force until superseded, revoked or amended by action of the Kalamazoo County Board of Commissioners.

Stephanie L. Moore, Chair
Kalamazoo County Board of Commissioners

STATE OF MICHIGAN }
 }
COUNTY OF KALAMAZOO } SS

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 20, 2018.

Timothy A. Snow, County Clerk/Register

KALAMAZOO COUNTY GOVERNMENT

PURCHASING CARD

POLICIES & PROCEDURES

MANUAL



In the Pursuit of Extraordinary Governance...

KALAMAZOO COUNTY FINANCE DEPARTMENT
201 West Kalamazoo Avenue
Kalamazoo, MI 49007
(269) 384-8090



KALAMAZOO COUNTY GOVERNMENT PURCHASING CARD POLICIES & PROCEDURES MANUAL

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KALAMAZOO COUNTY GOVERNMENT PURCHASING CARD POLICIES & PROCEDURES MANUAL

1.01	Purpose				
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

To set forth the Policies and Procedures for the County of Kalamazoo Purchasing Card Program.

1.02	Introduction				
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

The County of Kalamazoo Purchasing Card Program has been established to provide a convenient means with which to make purchases and, at the same time, reduce the costs associated with initiating and paying for those purchases. The Purchasing **Manager Department** is responsible for managing the program and each department/court/ division (hereinafter referred to as department) is responsible for managing its Cardholder accounts. Areas of responsibility have been defined within each department to assist in this management effort: the Cardholder, the Card Administrator and the Department Contact. These three areas of responsibility do not necessarily equate to three separate individuals within the department. It is permissible for one individual to be assigned one or more of these responsibilities as defined in these Policies and Procedures. The ultimate decision as to how each of these responsibilities is assigned will be made within each department.

1.03	Definitions				
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

Card Administrator- County employee(s) within each department responsible for verifying that all charges against the Cardholder's account are backed up with support documentation and that the documentation is retained within the department. Card Administrators will allocate individual charges to the appropriate account numbers. Cardholders may be their own Card Administrators and a Card Administrator may oversee more than one Cardholder account, depending on how the department elects to manage its accounts. A department may also have more than one Card Administrator.

Cardholder- County employee whose name appears on the Purchasing Card and is accountable for all charges made with that card.

Department Contact- County employee within each department responsible for receiving and disseminating Purchasing Card information within their department and for relaying Purchasing



KALAMAZOO COUNTY GOVERNMENT PURCHASING CARD POLICIES & PROCEDURES MANUAL

Card information from their department to the Program Administrator. It is recommended that each department have only one Department Contact.

~~Independent Review Committee~~ All transactions and card-related activities are subject to review by an Independent Review Committee. The Committee shall consist of personnel from the Office of Finance and the Purchasing Department.

Purchasing Card- A charge card issued to an employee of Kalamazoo County for the purpose of making authorized purchases on the County's behalf. The ~~County Office of Finance Department~~ will issue payment for charges made with the Purchasing Card.

Program Administrator- The Purchasing Manager is responsible for administering the Purchasing Card Program for the County and acting as the main contact between the County and the Bank.

Spending Limit- A dollar limitation of purchasing authority assigned to the Cardholder on the Cardholder Enrollment form for the total of all charges made during a specified time period. Maximum limits for cardholders are as follows:

- ~~Daily charges may not exceed \$1,000.00~~
- The daily standard charge limit is \$1,000.
- The monthly standard charge limit is \$3,000. Standard exceptions are \$5,000 and \$10,000.
- ~~Monthly charges may not exceed \$10,000.00~~

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Per statute, the total combined authorized credit limit of all credit cards issued by a local unit shall not exceed 5% of the total budget of the local unit for the current fiscal year.

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Exceptions to either the daily or monthly ~~standards limit~~ must be justified and requested via submission of the Business Change Form ~~(Attachment A)~~ to the Program Administrator during the Cardholder Enrollment process –prior to card issuance.

Statement of Account: A listing of all transactions charged to the Cardholder's card account up to the end of the billing cycle. An electronic statement is available via the ~~bank's National City~~ website at ~~https://intellilink.spendmanagement.visa.com/secure/welcome.asp~~ ~~www.wxact4web.com~~. Card ~~holders Administrators~~ are responsible for printing out Statement of Accounts ~~for their Cardholder(s)~~.

Support Documentation- A merchant produced or non-County document that records the relevant details for each item purchased, including quantities, amounts, a description of what was purchased, the total charge amount and the merchant's name and address (e.g. sales receipt, original invoice, packing slip, credit receipt, etc.)



KALAMAZOO COUNTY GOVERNMENT PURCHASING CARD POLICIES & PROCEDURES MANUAL

Transaction/Charge Limit- A dollar limitation of purchasing authority assigned to the Cardholder for each total charge made with the Purchasing Card.

1.04 Purchasing Card Enrollment					
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

Departments wanting to participate in the Purchasing Card Program must complete a County of Kalamazoo Purchasing Card Program Enrollment Form ([Attachment B](#)) and submit it to the Program Administrator. The Program Administrator will review and approve or decline all requests.

The Department Contact, Card Administrator(s) and all prospective Cardholders must attend an orientation session and sign a County of Kalamazoo Purchasing Card Program Cardholder Agreement ([Attachment C](#)) to be eligible to receive a Purchasing Card.

1.05 Authorized Card Use					
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

Only the Cardholder whose name is embossed on the Purchasing Card is authorized to use the card and is responsible for ensuring that all charges made with the card are in compliance with these Policies and Procedures.

Cardholders are authorized to use the Purchasing Card to make purchases required as a function of their duties at the County. **The Purchasing Card may not be used to make purchases of the following:**

- Items for personal use
- Items for Non-County purposes
- Cash advances
- Alcoholic beverages
- Entertainment
- Recreation
- Contracting
- Capital equipment
- Any purchases prohibited by County policy or not related to County business.



KALAMAZOO COUNTY GOVERNMENT PURCHASING CARD POLICIES & PROCEDURES MANUAL

Cardholders may use the card for airfare charges, hotel accommodations, conference reservations and car rentals, pursuant to the County [Business Expense Reimbursement](#) travel policy.

The total value of any one charge made with the Purchasing Card may not exceed the single transaction limit stipulated on the Cardholder's Enrollment Form.

1.06	Unauthorized And/Or Inappropriate Card Use				
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

The Purchasing Card must never be used to purchase items, as listed under section 1.05, even if the Cardholder intends to reimburse the County.

VIOLATION OF THIS POLICY, INCLUDING UNAUTHORIZED PURCHASES BY A CARDHOLDER AS DEFINED IN SECTION 1.05, SHALL RESULT IN CARD CANCELLATION BY THE PROGRAM ADMINISTRATOR, DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL FROM COUNTY EMPLOYMENT, AND CRIMINAL PROSECUTION.

1.07	Making a Purchase with the Purchasing Card				
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

~~Confirm that the selected merchant accepts VISA. If not, choose another vendor or contact the Purchasing Contact in your department to obtain a vendor, following procedures outlined in the Purchasing Policies & Procedures Manual.~~

When making purchases in person, the Cardholder must sign the charge receipt and retain the customer copy. The Cardholder should verify that either the charge receipt or sales receipt complies with the requirements for support documentation set forth in section 1.03.

When making purchases via telephone, computer, mail order, fax, etc., Cardholders should give the merchant the account number embossed on their card, ~~and direct the merchant to include the following on the shipping label and/or packing slip:~~

- ~~Cardholder name and phone number~~
- ~~Department name~~
- ~~Complete delivery address~~
- ~~The words "VISA Purchase".~~

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KALAMAZOO COUNTY GOVERNMENT PURCHASING CARD POLICIES & PROCEDURES MANUAL

Cardholders are responsible for obtaining all documentation (packing slips, mail order forms, etc.) related to the purchase and verifying that the documentation complies with the requirements for support documentation set forth in Section 1.03.

~~In addition to obtaining the documentation, it is required that the Cardholder record the details of each purchase in a transaction log (Attachment D).~~

1.08		Merchandise Returns & Exchanges			
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

The Cardholder is responsible for contacting the merchant when merchandise purchased with the Purchasing Card is not acceptable (incorrect, damaged, defective, etc.) and arranging a return for credit or an exchange.

If merchandise is returned for credit, the Cardholder is responsible for obtaining a credit receipt from the merchant and retaining that receipt with the documentation for that purchase.

Receiving cash or checks to resolve a credit is prohibited.

If merchandise must be exchanged, the Cardholder is responsible for returning the merchandise and obtaining a replacement as soon as possible. Documentation showing the proper resolution of the exchange is to be retained with the support documentation for that purchase.

In the event of a return, exchange or other credit transaction, the Cardholder is responsible for notifying the Card Administrator of any dispute within seven (7) days.

1.09		Record Retention			
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

Cardholder Responsibility:

The Cardholder is responsible for obtaining purchase documentation from the merchant (sales receipt, packing slip, etc.) to support all purchases made with the Purchasing Card and verifying that documentation complies with the requirements for support documentation set forth in Section 1.03.

Card Administrator Responsibility:



KALAMAZOO COUNTY GOVERNMENT PURCHASING CARD POLICIES & PROCEDURES MANUAL

If is the Card Administrator's responsibility to assure that all support documentation and the corresponding Cardholder Statement of Account is retained.



KALAMAZOO COUNTY GOVERNMENT PURCHASING CARD POLICIES & PROCEDURES MANUAL

1.10	Verification of Charges				
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

The Cardholder is accountable for all charges made with their Purchasing Card. The Cardholder is responsible for checking all transactions against the corresponding support documentation to verify their accuracy and propriety. The cardholder (or designee with access to the Internet) should use the **bank's National City** website to view transaction information and to print a Statement of Account.

If a particular charge or credit does not appear on the on-line Statement of Account, it should be checked against future on-line transaction and Statement of Account information. If the charge or credit does not appear within 60 days after the original charge was made, the Cardholder must notify the Program Administrator.

If the Cardholder disputes a charge, the nature of the dispute and the final resolution must be documented on a County of Kalamazoo Dispute Resolution Form ([Attachment E](#)). This documentation must be retained with the Statement of Account on which the disputed charge appears. (Section 1.11)

~~After all transactions have been checked, the Cardholder or their supervisor must sign the Statement of Account. The signed statement and all support documentation must be forwarded to the Card Administrator on a weekly basis.~~

The Cardholder is responsible for notifying merchants that County purchases are not subject to sales tax. A statement regarding the County's tax liability will be provided to each Cardholder.

1.11	Resolving Errors, Disputes, Returns & Credits				
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

Cardholder:

There may be occasions where items on the statement do not correlate with receipts. The transaction may not have been made by the Cardholder, the amount may be incorrect or there is a quality issue. In the event of a disputed charge, the Cardholder must try to resolve the dispute directly with the merchant. If the merchant agrees that an error has been made, they will credit the account. The Cardholder or Card Administrator must verify the credit has occurred the following month. If the Cardholder or Card Administrator is unable to resolve the



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issue, a copy of the County of Kalamazoo Dispute Resolution Form must be forwarded to the Program Administrator.

Program Administrator:

If the dispute cannot be resolved, the merchant must be notified in writing that the County is questioning the charge or is dissatisfied with the purchase. The dispute must also be submitted in writing to the bank **National-City** within 60 days of the date of the statement listing the disputed charge. The inquiry document submitted to the bank's **National-City** Customer Service Department should ask that the charge be verified or the purchase removed from the account until the dispute is resolved.

1.12	Card Administrator Verification				
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

The Card Administrator is responsible for reviewing the statement of account and supporting documentation as submitted by the Cardholder to verify that each transaction is supported by adequate documentation and meets all the criteria for authorized card use set forth in Section 1.05. In the event of questionable transactions, the Card Administrator must contact the Cardholder to obtain an explanation, supporting documentation and/or reimbursement.

Discrepancies associated with a charge may result from:

- Insufficient support documentation
- Not meeting one or more of the criteria for authorized card use set forth in Section 1.05
- The Cardholder disputing the charge. (Section 1.11)

All discrepancies must be investigated and resolved. The disposition of each discrepancy must be documented and retained with the support documentation and/or Statement of Account. Cardholders are accountable for all discrepancies.

NOTE: If a discrepancy cannot be resolved, the Program Administrator must be notified. The Program Administrator will also notify the **Director of Finance Director** or designee of any discrepancies resulting from unauthorized card usage as outlined in Section 1.05



**KALAMAZOO COUNTY GOVERNMENT
PURCHASING CARD POLICIES &
PROCEDURES MANUAL**

1.13	Payment Procedures				
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

On a monthly basis, Departments are to prepare and submit payments electronically to the Program Administrator. Statement of Accounts with accompanying support documentation (sales receipt, original invoice, packing slip, credit receipt, etc.) must be submitted.

- A. The Program Administrator will notify Departments of invoice submission timeframes in order to correlate payments with the billing cycle.
- B. The Program Administrator will verify that invoice submissions include all information as presented on the monthly statement of account.
- C. The Program Administrator will communicate any necessary changes to the Card Administrator(s).
- D. The Program Administrator will authorize payment of the Statement of Account ~~and submit to the Office of Finance Department.~~

The ~~Office of Finance Department~~ will review invoices and accompanying documentation and initiate any necessary follow-up if questions arise or clarifications are needed

1.14	Purchasing Card Security				
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

It is the Cardholder's responsibility to safeguard the Purchasing Card and Purchasing Card account numbers at all times. Cardholders must keep their Purchasing Cards in a secure location at all times. Cardholders must not allow anyone else to use or access their Purchasing Cards and/or Purchasing Card account numbers.

1.15	Lost, Stolen or Damaged Purchasing Cards				
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

If a Purchasing Card is lost, stolen or damaged, the Cardholder must notify ~~the bank National City Security~~ immediately ~~at 1-877-459-9801-1-800-685-4039~~. Representatives are available 24 hours a day.

Cardholders must notify the Program Administrator and Card Administrator if their cards are lost, stolen or damaged within 24 hours after reporting the incident to the bank.



KALAMAZOO COUNTY GOVERNMENT PURCHASING CARD POLICIES & PROCEDURES MANUAL

After the above notification procedures have been completed, the Card Administrator will determine whether a new card is to be reissued and submit the request to the Program Administrator.

A Purchasing Card that is found after it has been reported lost or stolen must be destroyed by cutting it in half. The same procedure applies if a card is damaged. Both card halves must be personally delivered or forwarded via sealed envelope to the Program Administrator.

1.16	Cardholder Account Maintenance				
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

Whenever any information contained on the County of Kalamazoo Purchasing Card Enrollment form changes, a Business Change Form [\(Attachment A\)](#) must be completed and signed by the Card Administrator. The Business Change Form is then forwarded to the Program Administrator.

1.17	Cardholder Transfer or Separation from County				
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

Prior to transferring to a different position or separating from the County, Cardholders must surrender their Purchasing Cards and corresponding support documentation to the Card Administrator. If the Cardholder is the Card Administrator, the Purchasing Card and support documentation must be surrendered to the Cardholder's immediate supervisor. In either case, the card must be canceled as per the instructions in Section 1.18.

1.18	Purchasing Card Cancellation				
Approved by BOC on:	11/3/2004	Effective Date:	11/3/2004	Supersedes:	1/6/2004

The Program Administrator must be notified immediately when a Purchasing Card is to be canceled. The card must be destroyed by cutting it in half. Both card halves must be personally delivered or forwarded via sealed envelope to the Program Administrator.



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 2/20/2018

DEPARTMENT: Finance

PREPARED BY: Tim Meeker

SUBJECT: Approval of Housekeeping Amendments to
Purchasing Policies & Procedures Manual

SPECIFIC ACTION REQUESTED:

Approval of Housekeeping Amendments to Purchasing Policies & Procedures Manual.

DESCRIPTION OF ACTION (dollar amount, purpose):

The majority of the 108 page Purchasing Policies & Procedures Manual was last updated in 2006 and many of the references within this document are outdated and need to be updated.

Below is a summary of the changes:

- References to the \$1,000 capital expenditure level have been increased to \$2,000 as approved within the General County Public Improvement Facilities and Capital Expense Budget Policy during the 2018 budget process
- References to the Purchasing Department have been updated to Finance Department
- References to paper based purchasing forms have been updated to current electronic processes
- References to the Kalamazoo County Care-A-Van program have been removed
- References to the Internal Waste Reduction Policy and Recycling Coordinator position have been removed
- The Minority Business Policy has been updated to reflect the County's intention of providing the maximum opportunity for minority owned businesses to provide goods and services to Kalamazoo County within the scope of the law.

TIME FRAME OF ACTION:

Immediately

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

N/A

PERSONNEL IF REQUIRED:

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

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

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:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amanda Morse	Deputy County Administrator-Internal Services	(269) 384-8148



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 2/20/2018

DEPARTMENT: Finance

PREPARED BY: Tim Meeker

SUBJECT: Software Agreement with OpenGov, Inc. to provide budgeting and financial transparency software.

SPECIFIC ACTION REQUESTED:

Requesting approval of a software agreement with OpenGov, Inc. for an application that includes a reporting and analysis platform, budget builder, and the creation of a citizen transparency website and budget book document.

DESCRIPTION OF ACTION (dollar amount, purpose):

Administration is seeking approval of a three year software agreement with OpenGov, Inc. with initial set up costs of \$27,300 and an annual fee of \$63,681.

The purpose of this software is to increase financial transparency and streamline the creation of the annual budget and budget book. This software will allow the County to provide open data by means of a citizen transparency site and improve efficiency and collaboration on proposals and department requests during the budget process. The software also manages the document creation process for the annual budget book.

TIME FRAME OF ACTION:

This is a three year contract covering the periods of March 31, 2018 to March 30, 2021.

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

A portion of the funding will be obtained from the Technology Reserve with the balance from the Finance operating budget.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

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)

Administration researched several citizen's transparency software options. A solution was needed that not only provided the budgeting component but also integrated with our current financial software. OpenGov's products most closely aligned with our needs.

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amanda Morse	Deputy County Administrator- Internal Services	(269) 384-8148



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 20, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Appointment of a Representative to the Area Agency on Aging Association of Michigan Board of Directors

SPECIFIC ACTION REQUESTED:

HCS Administration recommends the appointment of Anne Zemlick, RN, BSN, Director of the Area Agency on Aging 3A (AAA3A) to the Area Agencies on Aging Association of Michigan (AAAAM) Board of Directors.

DESCRIPTION OF ACTION (dollar amount, purpose):

The AAAAM is the state level corporation for both charitable and education purposes in the support of aging and older adults in the State. Through partnership with regional Area Agencies on Aging the AAAAM addresses aging and long term care policy issues; and supports programs and services affecting older adults, caregivers and those with disabilities. They also provide advocacy on aging and older adult issues. The HCS Area Agency on Aging serves region 3A and as a member of the AAAAM is entitled to appoint one Director to the AAAAM Board of Directors. Due to the departure of the previous appointee, it is recommended that the present AAA3A Director, Anne Zemlick be appointed to this position.

TIME FRAME OF ACTION:

This appointment would be for four years, beginning January 2018 and ending January 2022.

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

There is no funding associated with this request.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

None

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 20, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and Signature of Contract Between Health and Community Services Community Action Agency Unit and Senior Services Inc.

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature of a contract with Senior Services, Inc. for the delivery of home delivered meals for eligible Kalamazoo County senior citizens in need of nutritional meals on behalf of the Community Action Agency Unit. The total contract amount is \$35,000.

DESCRIPTION OF ACTION (dollar amount, purpose):

This contract will permit Senior Services to provide home delivered meals to participating clients. Senior Services, Inc. will invoice the Community Action Agency Unit for the reimbursement of the meals.

TIME FRAME OF ACTION:

October 1, 2017 through September 30, 2018.

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

There are no County funds associated with this action.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

NAME

TITLE

**PHONE
NUMBER**

Lisa Henthorn

Deputy County Administrator of
External Services

384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 20, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and Signature of Consumers Energy
Discretionary Program Funds Through Michigan
Community Action

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature to accept Consumers Energy Discretionary funding from Michigan Community Action in the amount of \$18,400.

DESCRIPTION OF ACTION (dollar amount, purpose):

The acceptance of this agreement allows the Community Action Agency Unit to provide additional utility assistance in the amount of \$18,400. The use of Consumers Energy Discretionary funds will allow the Community Action Agency Unit to assist individuals up to 200% of the Federal Poverty Level with utility assistance allowing them to avoid disconnected electric and gas utilities.

TIME FRAME OF ACTION:

January 25, 2018 through September 30, 2018.

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

There are no County funds associated with this action.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

NAME

TITLE

PHONE
NUMBER

Lisa Henthorn

Deputy County Administrator of
External Services

384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 6, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and Signature of Local Health Department (LHD) and Medicaid Health Plan Care (MHP) Coordination Agreement for Children's Special Health Care Services

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature of a Coordination Agreement with the following Managed Health Plan to provide care coordination services: Molina Healthcare of Michigan.

DESCRIPTION OF ACTION (dollar amount, purpose):

Children's Special Health Care Services (CSHCS) Medicaid enrollees qualify for the provision of benefits described in the CSHCS program requirements and covered in the MHP contract. The purpose of establishing a care coordination agreement between the MHP and the LHD is to assure service coordination and continuity of care for children receiving services from both organizations. The explicit intent of this agreement is to describe the services to be coordinated and the essential aspects of collaboration between the MHP and LHD.

TIME FRAME OF ACTION:

This agreement will be effective January 1, 2018, with annual renewals consistent with the contract periods of the Managed Health Plans and the Michigan Department of Technology, Management and Budget.

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

No County funds are required. Funds are from State grants.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

NAME

TITLE

PHONE
NUMBER

Lisa Henthorn

Deputy County Administrator of
External Services

383-8901



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 20, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval of funding award and position creation in the Healthy Families America (HFA) program

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval of a funding award from the State of Michigan's Home Visitation Initiative to increase the overall funding for the Maternal and Child Health Unit/Healthy Families America (HFA) Program as well as increase the supervisor FTE.

DESCRIPTION OF ACTION (dollar amount, purpose):

HFA is an evidence-based home visitation model established through Prevent Child Abuse America. HFA offers home visits and case management to high risk families. HFA program goals include: cultivating the growth of nurturing, responsive parent child relationships, promoting healthy childhood growth and development, building foundations for strong family functioning, and offering resources and support based on the family strengths and circumstances. The additional funding award in the amount of \$21,600 will increase the overall program budget to \$256,296.00, increase the supervisor position to a 1.0 FTE, and support additional funding for team cell phones, travel, family incentives, and professional development.

TIME FRAME OF ACTION:

This increase will be effective February 21, 2018. Program fiscal year is October 1, 2017-September 30, 2018.

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

State of Michigan Home Visitation Initiative grant

PERSONNEL IF REQUIRED:

Create:

<u>Account#</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
303-173	MCH Supervisor #10901-001	K09	0.2	\$10,537.28-\$12,933.44	2/21/18

NEW OR RENEWAL:

Renewal – amendment to existing contract

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 20, 2018
DEPARTMENT: Human Resources Department
PREPARED BY: Kristine D. Cunningham
SUBJECT: Korn Ferry Hay Group Job Evaluation - Letter of Engagement

SPECIFIC ACTION REQUESTED:

Approval of a letter of engagement with Korn Ferry Hay Group to continue to provide job evaluation services.

DESCRIPTION OF ACTION (dollar amount, purpose):

The County utilizes the Hay system to evaluate and point our job descriptions. Korn Ferry Hay Group requires a signed letter of engagement to continue their job evaluation services.

TIME FRAME OF ACTION:

Effective 5/1/2018 – 4/30/2019

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

Human Resources Department – General Fund Operating Budget

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:

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:

NAME

Kristine D. Cunningham

TITLE

Human Resources Director

PHONE #

384-8100



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 20, 2018
DEPARTMENT: Human Resources Department
PREPARED BY: Kristine D. Cunningham
SUBJECT: Personnel Policy 5.03/6.08 – Annual Leave Payout

SPECIFIC ACTION REQUESTED:

Approval of a change to Personnel Policy 5.03 (B) (5) – Annual Leave Payout and elimination of Personnel Policy 6.08.

DESCRIPTION OF ACTION (dollar amount, purpose):

This addition to the Paid Leave policy clarifies eligibility for the payout of annual leave upon resignation/retirement and eliminates the necessity for Personnel Policy 6.08.

TIME FRAME OF ACTION:

Effective February 21, 2018.

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

N/A

PERSONNEL IF REQUIRED:

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

N/A

NEW OR RENEWAL:

N/A

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:

NAME

Kristine D. Cunningham

TITLE

Human Resources Director

PHONE #

384-8100

SECTION 5	EMPLOYEE BENEFITS				
5.03	PAID LEAVE				
Approved by BOC on:	09/19/2017	Effective Date:	12/23/2017	Supersedes:	05/01/2015

B. ANNUAL LEAVE

5. Every full-time, regular employee shall be entitled to annual leave with pay of four (4) hours for each completed bi-weekly work period of full pay. Regular part-time employees who qualify, were hired on or before 12/31/2011 and who are a 0.5 FTE or more, will accrue time according to regular scheduled hours. A full-time employee, who is placed on a short-term temporary hour reduction from full-time to part-time, will be eligible for annual leave accrual based upon the hours paid in each biweekly pay period. Those hired after 12/31/11 who are less than a 0.8 FTE are not eligible for annual leave time.

a. Full-time regular employees that are eligible for annual leave benefits under subsection 1 above, who have completed five (5) years of continuous service shall earn additional or bonus annual leave with pay according to their FTE and length of total classified service as follows:

- For five (5) or more, but less than ten (10) years, twenty-four (24) hours annually;
- For ten (10) or more, but less than fifteen (15) years, forty (40) hours annually;
- For fifteen (15) or more, but less than twenty (20) years, fifty-six (56) hours annually;
- For twenty (20) or more years, seventy-two (72) hours annually;

b. No annual leave shall be authorized, accrued, or credited in excess of three hundred sixty (360) hours. ~~When an employee is separated from County service and such employee has completed a one (1) year employment period, he/she shall be paid at his/her current rate of pay for his/her unused annual leave, not to exceed 240 hours.~~

c. An employee resigning or retiring from the County may be eligible to receive payment for unused annual leave time if:

- i. The employee has completed a one (1) year employment period and
- ii. A minimum of two (2) weeks advance written notice is provided to their Department Head/Court Administrator/Elected Official.

If an employee is eligible to receive payment for unused annual leave, the payout will not exceed 240 hours and payment will be based upon their base salary and not include any market adjustments or stipends.

| ed. Annual leave shall NOT be allowed in advance of being earned.

| de. Bonus hours are not granted to employees who terminate without returning from an unpaid leave of absence. Any exception to this policy requires approval of the Human Resources Director.



KALAMAZOO COUNTY GOVERNMENT

PERSONNEL POLICIES

SECTION 6	EMPLOYEE POLICIES				
6.08	RESIGNATIONS				
Approved by BOC on:	09/19/2017	Effective Date:	01/01/2018	Supersedes:	n/a

~~A minimum of two (2) weeks advance written notice must be given to their Department Head/Court Administrator/Elected Official, for an employee to be eligible to receive payment for unused annual leave time. Any exceptions to this policy must be approved by the Human Resources Director.~~



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 20, 2018
DEPARTMENT: Human Resources Department
PREPARED BY: Kristine D. Cunningham
SUBJECT: Personnel Policy 5.06 – KalFlex Benefit Plan

SPECIFIC ACTION REQUESTED:

Approval of a change to Personnel Policy 5.06 (B) – KalFlex Benefit Plan.

DESCRIPTION OF ACTION (dollar amount, purpose):

The proposed changes to this policy reflects the clarification that dependents of an existing County employee who are also employed by the County will not be eligible for the “opt out” bonus, similar to spouses of current employees.

TIME FRAME OF ACTION:

Effective February 21, 2018.

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

N/A

PERSONNEL IF REQUIRED:

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

N/A

NEW OR RENEWAL:

N/A

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:

NAME

Kristine D. Cunningham

TITLE

Human Resources Director

PHONE #

384-8100



PERSONNEL POLICIES

SECTION 5	EMPLOYEE BENEFITS			
5.06	KALFLEX BENEFIT PLAN			
Approved by BOC on:	09/19/2017	Effective Date:	01/01/2018	Supersedes: 01/01/2015

A. Overview

Kalamazoo County provides a comprehensive, flexible benefit plan to certain of its regular employees. KalFlex benefits are purchased on a pre-tax basis. An employee’s plan elections will be in effect for an entire plan year, except in very limited circumstances. These circumstances are defined by law as a qualified change in family status, such as: marriage, birth, adoption, divorce, death, or change in employment status (eligible to non-eligible or non-eligible to eligible) of the employee or employee’s spouse or change in residence or worksite. Other than those exceptions, the employee must wait until the next re-enrollment to make a change in KalFlex elections. This process of re-enrollment will be repeated annually.

Within the benefit plan there are health, vision, and dental options. Life insurance is also included. Eligible employees must select a life insurance option

B. Opt-Out Bonus

An opt-out bonus is available to all employees that are eligible for health care coverage who waive Kalamazoo County Government Health Plan coverage. To comply with the law, the County may require employees to provide acceptable proof and/or an affidavit regarding qualifying coverage, the scope of such coverage, and the source of the coverage. The current opt-out bonus will be paid biweekly based on an employee’s FTE as follows:

- For eligible regular employees working at least 0.75 FTE: \$20/single; \$35/two person; \$50/family.
- For eligible regular employees working between 0.5 FTE and 0.74 FTE: \$10 single; \$17.50/two person; \$25 family.

This bonus will be treated as taxable income. When an employee and spouse or an employee and child are both employed by Kalamazoo County Government and one chooses coverage, there is no opt-out incentive available to the spouse or the child.

No opt out bonus will be paid if such payment subjects the County or employee to penalties under the law.



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 20, 2018
DEPARTMENT: Human Resources Department
PREPARED BY: Kristine D. Cunningham
SUBJECT: Personnel Policy 4.03 – Holiday Compensation

SPECIFIC ACTION REQUESTED:

Approval of a change to Personnel Policy 4.03 – Compensation for Holidays.

DESCRIPTION OF ACTION (dollar amount, purpose):

These policy changes clarify how holiday compensation is utilized and calculated for exempt and non-exempt employees.

TIME FRAME OF ACTION:

Effective February 21, 2018.

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

N/A

PERSONNEL IF REQUIRED:

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

N/A

NEW OR RENEWAL:

N/A

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:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE #</u>
Kristine D. Cunningham	Human Resources Director	384-8100

SECTION 4	WAGE AND SALARY ADMINISTRATION				
4.03	COMPENSATION FOR HOLIDAYS				
Approved by BOC on:	09/19/2017	Effective Date:	01/01/2018	Supersedes:	01/01/2013

~~Holiday leave shall be based on the authorized FTE of the employee's position.~~

Eligible employees who receive payment for their standard work shift on the regularly scheduled workdays immediately preceding and following the (observed) holiday, shall be eligible to receive payment for the holiday ~~leave provided under the Holiday Leave Personnel Policy (4.03). Holiday leave shall be based on the authorized FTE of the employee's position.~~

Non-Exempt Employees: Holiday leave shall be based on the authorized FTE of the employee's position.

Exempt Employees: Holiday leave shall be based on the employee's shift schedule prior to the (observed) holiday.

A. Eligible non-exempt employees shall receive holiday leave pay at their regular pay rate for authorized holidays.

~~B. Regular status non-exempt full-time employees in County service shall be eligible for holiday leave pay if they are paid for the day before and after the holiday. Employees hired on or after 1/1/2012 and who work less than 0.8 FTE may be eligible are not eligible for holiday leave pay if hired on or before 12/31/2011.~~

B.C. A 1.0 FTE, who is placed on a short-term temporary reduction from full-time to part-time, will be eligible for holiday pay based upon the approved FTE at the time of the holiday.

C.D. If a holiday falls within a non-exempt employee's regularly scheduled workweek, and the employee is required to work the holiday through the authorization of the Department Head/Court Administrator/Elected Official, athe non-exempt employee shall be paid straight time for the holiday, plus time and one-half for all time worked on the holiday. Compensatory time may be accrued, in lieu of payment for time worked on a holiday, at one and one-half times the number of hours worked on the holiday and in accordance with the standards of Personnel Policy 3.03.

~~D.E.~~ If the holiday is observed on a day an employee is not regularly scheduled to work; ~~or the holiday leave provided is greater than the number of hours regularly scheduled for the employee on the day the holiday is observed:~~

~~1. An In coordination with his/her supervisor, the employee shall not enter overtime status simply by working his/her regularly scheduled work week. An employee not normally scheduled to work the observed holiday shall schedule flextime off, in coordination with his/her supervisor as follows: and equal to the holiday leave provided,~~

~~a. Non-Exempt Employee: Within the same work week as the observed holiday~~

~~a-b. Exempt Employee: Wwithin the same pay period as the observed holiday.~~

~~2. An employee receiving more holiday leave than the number of hours he/she is normally scheduled to work on the observed holiday shall schedule flextime off, in coordination with his/her supervisor and equal to the difference between the holiday leave provided and the employee's regularly scheduled hours on the observed holiday, within the same pay period as the observed holiday.~~

~~E.F.~~ A ~~non-exempt~~ employee, whose regularly scheduled workday is longer than the number of hours provided by holiday leave, shall use compensatory time or annual leave, equal to the balance of his/her shift not covered by holiday leave, or coordinate flex-time with his/her supervisor to be worked within the same pay period as the observed holiday.



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 2/20/2018 BOC

DEPARTMENT: Planning and Development

PREPARED BY: Lotta Jarnefelt, Director

SUBJECT: Pass resolutions to approve transfers of two properties from the County to Gull Lake Sewer and Water Authority and direct Chair to take the necessary actions to complete the Quit Claims.

SPECIFIC ACTION REQUESTED:

Request to have the Kalamazoo County Board of Commissioners pass resolutions to approve transfer of two properties in Ross Township to Gull Lake Sewer and Water Authority (GLSWA) and direct the Chair of the Board of Commissioners to take the necessary actions to complete the Quit Claim deeds. The parcel IDs are 04-17-201-285 and 04-17-352-050.

DESCRIPTION OF ACTION (dollar amount, purpose):

In order to complete a contract from 12/16/1981 between the County and Gull Lake Sewer and Water Authority, two parcels in Ross Township should be transferred from the County to GLSWA.

The two properties have GLSWA sewer pumping stations on them, and are managed by GLSWA. As the County sold the bonds for the Gull Lake Sewer project, the County was the owner of these properties until the debt was paid. According to the "Kalamazoo County Sewage Disposal System (Gull Lake Area) Revised Contract" dated December 16, 1981, all assets transfer to GLSWA once the bonds are paid off. The bonds have been paid off for an extended time but the property transfer has not happened yet.

The resolutions acknowledge the transfer of these two properties from Kalamazoo County to GLSWA. The Quit Claims that will have to be signed to consummate the transaction are ready for the Chair's signature.

TIME FRAME OF ACTION:

February 20, 2018 BOC – consent agenda

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

NA

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:

NA

ANY OTHER PERTINENT INFORMATION:

The transfer of one of these properties (parcel ID 04-17-352-050) requires an Affidavit to be recorded to correct the owner to be Kalamazoo County Government instead of the erroneous Kalamazoo County Department of Public Works (AKA Kalamazoo County Board of Public Works or BPW). The BPW is an authority within Kalamazoo County Government and not a separate entity therefrom and should not have been named as the owner.

Ross Township put a Road Assessment on these parcels starting in 2018, which GLSWA has already paid in full.

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)

NA

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator For External Services	383-8901

See enclosed maps.

Parcel ID 04-17-201-285 (highlighted)



Parcel ID 04-17-352-050 (highlighted)





KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 20, 2018
DEPARTMENT: Michigan Works! Southwest – W.E. Upjohn Institute
PREPARED BY: Amy Meyers
SUBJECT: Skilled Trades Training Fund (STTF) Program
 Administration Fiscal Year 2018

SPECIFIC ACTION REQUESTED:

Review and approval of Skilled Trades Training Fund Program Administration for Fiscal Year 2018 for the Michigan Works! Southwest area.

DESCRIPTION OF ACTION (dollar amount, purpose):

Background: The STTF provides competitive awards for employer responsive training that enhances talent, productivity and employment retention while increasing the quality and competitiveness of Michigan's employers. The STTF helps to ensure Michigan's employers have the talent they need to compete and grow, and individuals have the skills they need for in-demand jobs.

The STTF encourages increased collaboration between Michigan businesses, the workforce system and workforce training partners for the development and implementation of short-term trainings that place workers in long-term positions with opportunities for professional growth and economic advancement.

Training: Trainings funded by the STTF are short-term in duration and must fill a demonstrated talent need experienced by an eligible participating employer. Training must also lead to a credential for a skill that is transferable and recognized by industry.

Allowable training includes:

- Classroom or customized training
- On-site training with wage reimbursement for individuals to be hired
- New USDOL Registered Apprenticeships

Funding: MWISW received a total allocation of \$1,553,077.05. MWAs receive an award of STTF funding based on the total number of applications approved for funding. The total award amount for companies in the MWISW area is \$1,479,121.00, with an additional \$73,956.05 awarded for admin.

TIME FRAME OF ACTION:

October 1, 2017 through September 30, 2018

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

Statewide Contingency Funds

PERSONNEL IF REQUIRED: N/A

(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:

PROCUREMENT INFORMATION: N/A

(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:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amy Meyers	Policy and Planning Manager	269.385.0414

**Skilled Trades Training Fund (STTF) Program Administration Fiscal Year (FY) 2018,
 the Period of October 1, 2017 through September 30, 2018**

PI 18-05

Background

The STTF provides competitive awards for employer responsive training that enhances talent, productivity and employment retention while increasing the quality and competitiveness of Michigan’s employers. The STTF helps to ensure Michigan’s employers have the talent they need to compete and grow, and individuals have the skills they need for in-demand jobs.

The STTF encourages increased collaboration between Michigan businesses, the workforce system and workforce training partners for the development and implementation of short-term trainings that place workers in long-term positions with opportunities for professional growth and economic advancement.

Training

Trainings funded by the STTF are short-term in duration and must fill a demonstrated talent need experienced by an eligible participating employer. Training must also lead to a credential for a skill that is transferable and recognized by industry.

Allowable training includes:

- Classroom or customized training
- On-site training with wage reimbursement for individuals to be hired
- New USDOL Registered Apprenticeships

Funding

MWAs receive an award of STTF funding based on the total number of applications approved for funding.

Funding Summary

Funding Source and Cost Categories	Funding Levels
Allocation	\$1,553,077.05
Award Amount	\$1,479,121.00
Administration	\$73,956.05

Source: PI: 18-05, 1/30/2018

Technical Information

Program Title/Number	Skilled Trades Training Fund (STTF) Program Administration /PI:18-05
Funding Source	Statewide Contingent Funds
Funding Level	\$1,553,077.05
Duration	October 1, 2017 – September 30, 2018
Reference	Talent Investment Agency (TIA) PI: 18-05, 1/30/2018
CFDA Number	N/A



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

MEMORANDUM

TO: Board of Commissioners

FROM: Dina Sutton

DATE: February 13, 2018

RE: Appointments to Central County Transportation Authority (CCTA) & Kalamazoo County Transportation Authority (KCTA)

For consideration at your February 20, 2018 Board meeting the Board Appointment Committee is recommending the following appointments:

- ✚ CCTA for a term commencing October 1, 2017 through September 30, 2020
 - Martin Janssen

- ✚ KCTA for terms commencing January 1, 2018 through December 31, 2020
 - Martin Janssen

Thank you for your consideration.

OFFICE OF THE ADMINISTRATOR

201 West Kalamazoo Avenue | Kalamazoo, MI 49007

Phone: 269.384.8111 | www.kalcounty.com



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 2/20/2018

DEPARTMENT: Administration & Corporation Counsel

PREPARED BY: Administrator Tracie Moored &

Assistant Corporation Counsel Amber Beebe

SUBJECT: KCBOC Approval to place a Senior Millage on the August 7, 2018 ballot to Kalamazoo County residents

SPECIFIC ACTION REQUESTED:

Administration and Corporation Counsel seek KCBOC approval to place a Senior Millage on the ballot to Kalamazoo County residents on August 7, 2018.

DESCRIPTION OF ACTION (dollar amount, purpose):

Administration and Corporation Counsel seek KCBOC approval to place the following language on the August 7, 2018 ballot to Kalamazoo County:

KALAMAZOO COUNTY – 1 Proposal

Kalamazoo County Senior Millage

For the purpose of creating a local fund to provide education, safety, dignity, independence, home services, and healthy living programs to Kalamazoo County residents age 60 and older (Seniors) using the Kalamazoo County Health & Community Services Department to improve the quality of living for our Seniors, shall the limitations on the total amount of taxes which may be levied against taxable property within Kalamazoo County, Michigan, as provided for by Section 6 of Article IX of the Michigan Constitution of 1963, be increased up to the amount of \$0.35 per thousand dollars of taxable valuation (.35 mills) for a period of six years, beginning with the

December 1, 2018 levy and extending through the 2023 levy, which shall raise in the first year an estimated \$2,829,252.

TIME FRAME OF ACTION:

Immediately

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

N/A

PERSONNEL IF REQUIRED:

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

N/A

NEW OR RENEWAL:

N/A

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:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Tracie Moored	County Administrator	(269) 384-8111
Amber Beebe, Esq.	Assistant Corporation Counsel	(269) 384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

Kalamazoo County Board of Commissioners

RESOLUTION

RESOLUTION AUTHORIZING THE FUNDING OF A LOCAL FUND THROUGH A MILLAGE REQUEST SUBMITTED TO THE ELECTORATE ON AUGUST 7, 2018

WHEREAS, the County desires to place a question on the ballot for the electorate to consider on August 7, 2018; and,

WHEREAS, the question asks the electorate whether it will support an increase in the millage rate levied against taxable property within Kalamazoo County for the purpose of creating a local fund to provide education, safety, dignity, independence, home services, and healthy living programs to Kalamazoo County residents age 60 and older (Seniors); and

WHEREAS, the funds generated by the millage will be disbursed by the Kalamazoo County Health & Community Services Department; and

WHEREAS, the funds are expected to be used in a manner that improves the quality of living for Kalamazoo County Seniors;

NOW, THEREFORE, BE IT RESOLVED that a question shall be placed on the ballot for consideration of the electorate on August 7, 2018, asking the electorate to approve the imposition of a 0.35 mill levy on taxable property within the County to provide a dedicated and reliable funding mechanism for Kalamazoo County Senior Services;

NOW, THEREFORE, BE IT FURTHER RESOLVED that the form of the question shall be as follows:

“KALAMAZOO COUNTY SENIOR MILLAGE

For the purpose of creating a local fund to provide education, safety, dignity, independence, home services, and healthy living programs to Kalamazoo County residents age 60 and older (Seniors) using the Kalamazoo County Health & Community Services Department to improve the quality of living for our Seniors, shall the limitations on the total amount of taxes which may be levied against taxable property within Kalamazoo County, Michigan, as provided for by Section 6 of Article IX of the Michigan Constitution of 1963, be increased up to the amount of \$0.35 per thousand dollars of taxable valuation (.35 mills) for a period of six years, beginning



Senior Millage Presentation

Kalamazoo County Board of Commissioners

Committee of the Whole
February 6, 2018



Health & Community Services
Department



Senior Millage Planning Group

- ▶ Kalamazoo County Administration
- ▶ Older Adult Services Advisory Council (OASAC)
- ▶ Area Agency on Aging IIIA
- ▶ Senior Services of SWM
- ▶ Portage Senior Center
- ▶ Care N Assist
- ▶ Richland Area Community Center
- ▶ South County Community Center
- ▶ CentraCare
- ▶ Comstock Community Center
- ▶ Kalamazoo County Advocates for Senior Issues
- ▶ Bronson Healthcare Group
- ▶ Ecumenical Senior Center
- ▶ Kalamazoo County Health & Community Services Department





What is a Senior Citizen

60?

55?

65?

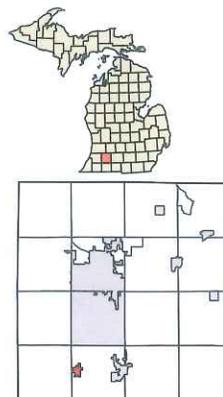
In the United States, there is no one legal age that is used to define a senior citizen.

For most of the older adult programs in Kalamazoo County, 60 is the age of eligibility.



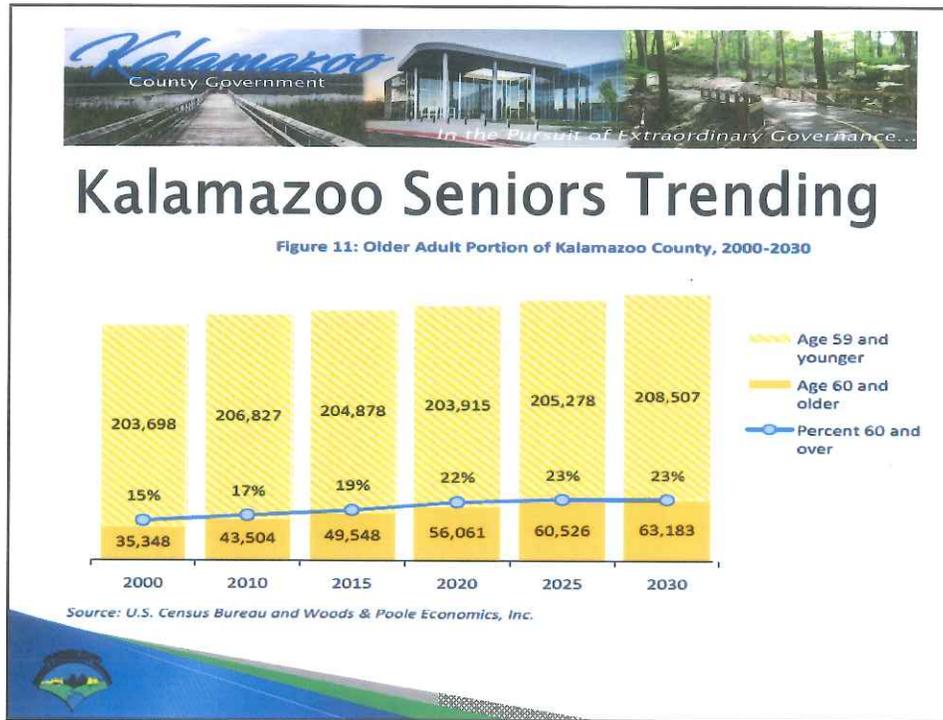
Senior demographics

- There are approximately 50,000 seniors over the age of **60** living in Kalamazoo County.
- This represents approximately 19.5% of the total population in Kalamazoo County over the age of 60.
- Approximately 17%, (8,556) of our seniors live below or at the poverty level.



US. Census Bureau, 2012-2016, American Community Survey





What is the AAA's Role?

Mission: Assist older adults to live quality lives with independence & dignity

- Federally created by the Older American's Act.
- Designated by the State of Michigan.
 - 16 AAA's statewide
- Leadership, navigation and advocacy on aging issues
- Target demographic:
 - ≥60 years old with greatest economic or social need

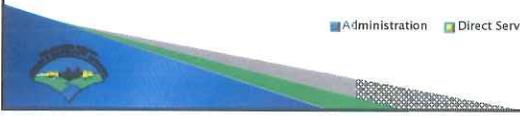
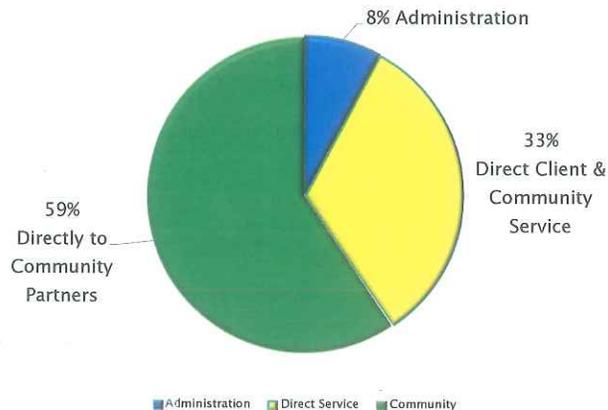


AAA's Role includes.... Working with Community Partners

- Counseling at Home LLC
- Disability Network of Southwest Michigan
- 16 Local Home Health Agencies
- 4 Personal Emergency Response Providers
- Legal Aide of Southwest Michigan
- Senior Services of Western Michigan
- South County Community Services
- Shepherd's Center
- Western Michigan University Aging Services
- More



Current AAA Funding Allocation





Unmet Needs for Kalamazoo Seniors

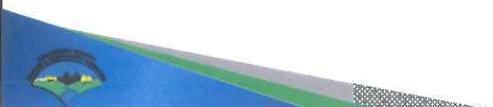
As of January 12, 2017

- ▶ In-Home Services
- ▶ Community Services



In-Home Services

- ▶ Home Delivered Meals
- ▶ Home Safety & Repair
- ▶ Ramps
- ▶ Chore Services
- ▶ Money Management
- ▶ Volunteer/escorted Transportation





Community Services

- ▶ Healthy Living Programs
- ▶ Adult Day Care
- ▶ Elder Abuse Prevention
- ▶ Long-term Care Ombudsman
- ▶ Dental
- ▶ Eyeglasses
- ▶ Hearing
- ▶ MMAP
- ▶ Senior Center Support

Estimated Funding & Service Allocation .35 Mills/Year for 6 Years

\$2,829,252

In Home Services – Home Delivered meals, Home Safety & Repair, Ramp Construction, Outreach, Chore Services, Money Management, Volunteer/Escorted Transportation

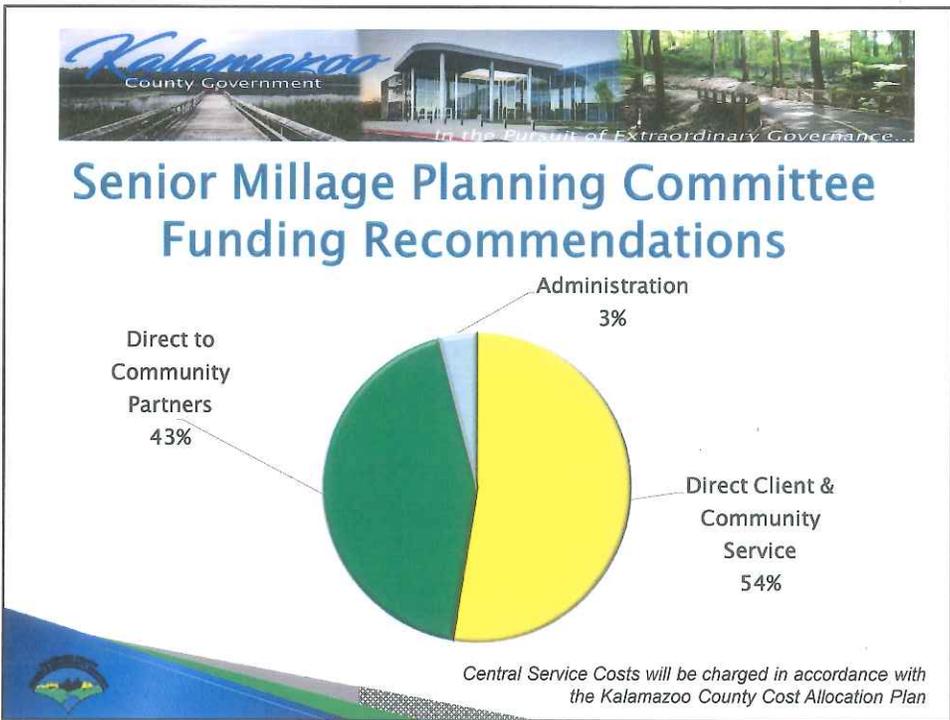
Community Services – Adult Day Care, Healthy Living Programs, Elder Abuse Prevention, Long Term Care Ombudsman, Dental, Eyeglasses, Hearing, MMAP, Senior Center Support

Kalamazoo County Community Living Program – waitlist, clients presently served under additional GF allocation. (**)

**\$300,000 current County General Fund allocation to the AAA will be redirected back to GF

Sliding scale cost sharing based on income & need expected.

*Recommended by the Senior Millage Planning Committee
Approved by Older Adult Services Advisory Council 12/13/17*



Cost to Kalamazoo Residents

0.35 Mills	\$2,829,252
Approximate Home Value	\$200,000
Approximate Taxable Value	\$100,000
Projected levy in mills	0.3500
Yearly cost for average taxable valued home (\$100,000)	\$35.00



Don Ryan—Chairperson of OASAC

The Little Boy and the Old Man by Shel Silverstein

Said the little boy, "Sometimes I drop my spoon."
Said the old man, "I do that too."
The little boy whispered, "I wet my pants."
"I do that too," laughed the little old man.
Said the little boy, "I often cry."
The old man nodded, "So do I."
"But worst of all," said the boy, "it seems
Grown-ups don't pay attention to me."
And he felt the warmth of a wrinkled old hand.
"I know what you mean," said the little old man.



Questions & Discussion



Health & Community Services
Department



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

Current Millage Expirations

Millage	Amount	Expiration
Operating Millage	4.6810	Unlimited
Housing Fund	.0998	12/31/2020
Public Safety	1.4472	12/31/2021
Debt (Juvenile)	.2140	12/31/2032
Total	6.442	
Under Consideration		
Senior Fund	.35	6 years
Consolidated Dispatch	unknown	unknown (must be established in 4 years)

OFFICE OF ADMINISTRATION

201 West Kalamazoo Avenue | Kalamazoo, MI 49007

Phone: 269.384.8111 | www.kalcounty.com



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 20 Feb 18

DEPARTMENT: Community Corrections

PREPARED BY: Kenneth D. Bobo, Director

SUBJECT: Contract, Position Funding Modification, CCAB
Appointments

SPECIFIC ACTION REQUESTED:

1. Approve acceptance of MDOC grant CPS-2018-1-29 for FY18 in the amount of \$649,255.00;
2. Authorize re-allocation of funding for select personnel;
3. Approve contract between Kalamazoo County and Kalamazoo County Community Mental Health Services in the amount of \$4,615.00.
4. Appoint members to Advisory Board.

DESCRIPTION OF ACTION (dollar amount, purpose):

1. The MDOC grant supports Community Corrections Advisory Board Administration, Cognitive Behavioural Training, Intensive Supervision, Drug Testing, Pretrial Supervision, an Employment initiative, Mental Health and Substance Abuse Screening and a Felony Drunk Driver Jail Reduction program.
2. Funding for the Cognitive Program personnel have changed with the 2018 CPS grant, and this is a request to align the personnel with the funding.

3. Approve contract between Kalamazoo County and Kalamazoo County Community Mental Health Services, for clinician to perform on-site screening of Community Corrections clients, at the Community Corrections Office, 20-hours per month.
4. The Community Corrections Advisory Board is a statutory creation (1988 PA 511; MCL 791.401), and the membership of the Board is dictated by section seven of the Act, MCL 791.407. Each year, half of the members' terms expire. The terms of the Sheriff, Probate Court, Defense Attorney, Probation, Media, Workforce Development Board, Community Alternative Programs and the Business Community need to be filled. The CCAB solicited applications, conducted interviews of applicants in those categories where there were multiple applicants, and recommends the following persons for appointment to the respective positions:

Sheriff	Richard C. Fuller, III
Probate Court	Steve Burnham
Defense Attorney	Keith Turpel
Probation	Lara Neuman
Media	John McNeill
Workforce Development Board	Dallas Oberlee
Community Alternative Programs	Jim Edwards
Business Community	Kelvin Lee

TIME FRAME OF ACTION:

Grant year is 01 October 2017 through 30 September 2018.

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

Grant from Michigan Department of Corrections.

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)

Modify:

Programming Administrator 10714-003

From: 100% 331-176-704.00

To: 60% 331-176.704.00

15% 331-179.704.00

15% 331-174.704.00

10% 331-178.704.00

Effective: 01 Oct 17

Programming Case Manager 10919-001

From: 100% 331-176-704.00

To: 60% 331-176.704.00

15% 331-179.704.00

15% 331-174.704.00

10% 331-178.704.00

Effective: 01 Oct 17

NEW OR RENEWAL:

The grant and contract are technically new items however, each has existed in their own right for, and under the same general terms and conditions, since 1990.

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)

CONTACT PERSON:

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Kenneth D. Bobo	Director	269.383.6434