
BOARD OF
COMMISSIONERS'
MEETING



February 21, 2017

**NOTICE AND AGENDA FOR
FEBRUARY 21, 2017 MEETING
OF THE
KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

PLEASE TAKE NOTICE that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for Tuesday, February 21, 2017, at 7:00 p.m. in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

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

- A. Public Hearing on Brownfield Plan Stryker Project – Portage
- B. Request for Approval of Brownfield Plan Stryker Project - Portage
- C. Housing Update – *David Anderson*

CONSENT AGENDA

Administration

- D. Request for Approval of a Letter of Agreement with The Clarion Group and a Space Rental Agreement with Kalamazoo County Land Bank for Strategic Planning Sessions

Circuit Court

- E. Request for Approval of Elimination/Creation of Positions (General Funds/Grant Funds)
- F. Request for Approval to Submit Bureau of Justice Assistance (BJA) FY2017 Adult Drug Court Discretionary Grant

Finance

- G. Request for Approval of a Professional Services Agreement with MAXIMUS Consulting Service Inc.

Health & Community Services

- H. Request for Approval of a Contract with Region IIIB Area Agency on Aging for Long-Term Ombudsman Services
- I. Request for Approval of a Master License and Services Agreement with Mediware Human & Social Services, Inc.
- J. Request for Approval of Amendment #1 to the State Health Insurance Assistance Program (SHIP) Agreement with Michigan Medicare/Medicaid Assistance Program (MMAP, Inc.)
- K. Request for Approval of Amendment #1 to the PREVNT Initiative Agreement with the Michigan Department of Health & Human Services (MDHHS)

- L. Request for Approval of an Agreement with Goodwill Industries
- M. Request for Approval of Mutual Aid Agreement with Region V Local Health Departments for Public Health Emergencies
- N. Request for Approval of Household Hazardous Waste Program Amendment #1 with Alamo Township and Climax Township
- O. Request for Approval of a Business Associate Agreement with Western Michigan University Homer Stryker M.D. School of Medicine for Data Hub Care Coordination Registry
- P. Request for Approval of the Creation of a Care Coordinator Position in Support of the Fatherhood Initiative Project (Grant Funds)

Human Resources

- Q. Request for Approval of Amendment to Personnel Policy 6.03 – Safety Policy

Michigan Works!

- R. Request for Approval of Trade Adjustment Assistance (TAA) Program Plan Instructions and Merit Staffing Certification for FY 2017
- S. Request for Approval of Michigan One-Stop System Memorandum of Understanding (MOU) between the Talent Investment Agency/Unemployment Insurance Agency/Workforce Development Agency and the Workforce Development Boards
- T. Request for Approval of ApprenticeshipUSA State Expansion Grant

Parks & Expo Center

- U. Request for Approval of the Elimination of Positions

Planning & Community Development

- V. Request for Approval of Contract Amendments with Various Surveyors for the Remonumentation Program

Sheriff

- W. Request for Approval of Indemnification Agreement with Portage Public Safety

Board of Commissioners

- X. Request for Approval of Transfers and Disbursements
- Y. Request for Approval of 9-1-1 Surcharge Revenue Distribution Agreement
- Z. Request for Approval of Sales Agreement – Surface Parking Lot

NON-CONSENT AGENDA ITEMS

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

- AA. Request for Approval of New Funding Requests

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

Dina Sutton

Dina Sutton

Office Manager for Administrative Services

FEBRUARY 15, 2017

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

Dina Sutton

Office Manager for Administrative Services

KALAMAZOO COUNTY GOVERNMENT

201 West Kalamazoo Avenue

Kalamazoo, Michigan 49007

TELEPHONE: (269)384-8111

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETINGS OF: February 21, 2017 BOC

DEPARTMENT: Planning and Community Development

PREPARED BY: Rachael Grover, Resource Coordinator

SUBJECT: Brownfield Plan for Stryker Research and Development Project, Portage Road and E. Milham Avenue, Portage, Michigan.

SPECIFIC ACTION REQUESTED:

The Kalamazoo County Brownfield Redevelopment Authority (KCBRA) respectfully requests that the Kalamazoo County Board of Commissioners consider approval of a County Brownfield Plan for nine parcels located at E. Milham, Portage Road, Ramona Avenue, and Lovers Lane in the City of Portage, Michigan. As per State of Michigan Public Act 381, as Amended, the KCBRA is asking that the Board of Commissioners hold the prerequisite public hearing on February 21, 2017.

DESCRIPTION OF ACTION (dollar amount, purpose):

February 21, 2017 – in the Regular Meeting of the County Commission –

- A) Hold the prerequisite, duly noticed public hearing related to a Kalamazoo County Brownfield Plan for the Stryker Research and Development Project. A notice is required 10 days prior to the hearing. Notices will also be sent 10 days prior to all taxing jurisdictions that levy taxes subject to capture under this Brownfield Plan.
- B) Adopt a resolution approving the Kalamazoo County Brownfield Plan for the Stryker Research and Development Project.

TIME FRAME OF ACTION:

February 21, 2017

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

As outlined in Plan. No County funds are requested.

PERSONNEL IF REQUIRED:

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

No new personnel or contracts will be required by this action

NEW OR RENEWAL OR AMENDMENT:

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

New Brownfield Plan

ANY OTHER PERTINENT INFORMATION:

The Brownfield Plan has been reviewed by County Legal Counsel.

Project Background:

The nine parcels included in the Brownfield Plan are eligible property under Act 381 because four parcels of land are defined as a "facility". The remaining parcels are all contiguous and adjacent to the properties that are defined as facilities, as allowed under Act 381. Soil samples identified selenium above generic residential cleanup criteria. Groundwater samples indicated lead and nitrates were identified above generic residential cleanup criteria.

The focus of this Brownfield Plan is to support the redevelopment of the property and to support the construction of new public infrastructure to serve the project and community. The property will be developed with a 485,000-square-foot research and development complex. Total new building construction costs are expected to be \$130 to \$150 million. The redevelopment will include new building construction, new and improved roads, new sanitary and storm sewer mains, a new water main, and other improvements. The Michigan Strategic Fund, Michigan Business Development Program, is supporting the Stryker expansion with the approval of a \$1,000,000 performance based grant. The support of this project allows for expansion of Stryker's medical instruments division, creating an estimated 105 jobs, and with capital investment of \$130 million. The overall project construction is estimated to be completed in three years.

The Brownfield Plan:

In response to Stryker Corporation's request for assistance, the KCBRA is presenting a Brownfield Plan, prepared by Envirologic Technologies, for the Stryker Research and Development Project site. The Brownfield Plan will allow the KCBRA to use Tax Increment Financing (TIF) to reimburse KCBRA expenses related to the site, the developer's eligible environmental expenses, the developer's eligible non-environmental site preparation and infrastructure improvements, and eligible public infrastructure improvements made by the City of Portage in support of this project. In addition, the Brownfield Plan includes reimbursement of KCBRA administrative expenses.

A County Brownfield Plan cannot be adopted without the concurrence of both the County Board of Commissioners and the local governing body. On January 27, 2017, the City of Portage Brownfield Redevelopment Authority recommended approval of the Plan to the Portage City Council. The Portage City Council is expected to pass a resolution supporting approval of the Brownfield Plan on February 14, 2017.

The development of the Stryker Research and Development Project site is an improvement for the site and the surrounding area in several ways:

1. The County Brownfield Plan would constitute a cooperative inter-governmental effort.
2. TIF collected will reimburse the KCBRA for the expenses they will incur, a portion of its administrative expenses, as well as developer and City of Portage expenses for Brownfield Eligible Activities.
3. Local Brownfield Revolving Fund (LBRF) collection for approximately 3 years, up to an estimated \$2.5 million, allows the KCBRA to remain sustainable and to support additional Brownfield Activities in Kalamazoo County.
4. Debt millages are not captured by a Brownfield Plan, as per Act 381, therefore, there will be an immediate increase in taxes collected directly by the County Juvenile Home debt millage and School Building Debt millage starting in 2018.

The details of the TIF capture are in Tables 1- 6 of the Stryker Research and Development Project Brownfield Plan. The following is a summary of the Brownfield Plan. These are planned estimates and are dependent on taxable values.

Stryker Research and Development Project Brownfield Plan Summary:

Initial Taxable Value of Property (2017 Base Value):	\$ 1,887,100
Estimated Taxable Value after Redevelopment (estimated 3 years):	\$ 62,887,100
Initial Tax Increment available for Tax Increment Financing:	\$ 61,000,000

Table 1 – Summary of Estimated Eligible Activities and Costs to Developer and the City of Portage (over 9 years estimated) \$11,013,156

This total includes:

\$74,250	Environmental Eligible Costs reimbursed to the developer
\$5,469,376	Non-Environmental Activities, including site preparation and public infrastructure improvements, reimbursed to the developer
\$654,000	Non-Environmental Activities, including site preparation and public infrastructure improvements, reimbursed to the City of Portage
\$929,644	15% contingencies
\$268,886	interest to the developer and City of Portage on qualified principal balance (2% simple interest)
\$897,000	State Brownfield Redevelopment Fund (3 mils of SET as required by Act 381)
\$240,000	KCBRA Administrative/Operating Costs
\$2,500,000	Local Brownfield Revolving Fund (LBRF) to be used to support additional Brownfield Activities in Kalamazoo County

Table 4 – Captured Tax Increment Revenue per taxing jurisdiction (estimate over 9 years)

County Operating	\$1,169,431
County Transportation	\$ 99,800
CCTA Transport	\$ 187,125
County Public Safety	\$ 361,550
County Housing Fund	\$ 24,950
City of Portage	\$2,725,937
State School Operating/SET	\$3,860,766
KRESA	\$1,507,379
KVCC	\$ 701,968
District Library	\$ 374,250
Total	\$11,013,156

PROCUREMENT INFORMATION:

NA

CONTACT PERSON WITH PHONE NUMBER:

Rachael Grover, ragrov@kalcounty.com ; 384-8305



ITEM C.
Report to the Kalamazoo County Board of Commissioners
February 21, 2017

Local Housing Assistance Fund (LHAF) Millage Program

Overview:

The LHAF Millage Program is a Kalamazoo Public Housing Commission program funded through a millage approved by voters in November 2015. Its goal is to increase housing stability among families with school-aged children by providing temporary housing assistance and support services.

As of January 31, 2017

- 51 FAMILIES HOUSED from HOMELESSNESS
- 28 FAMILIES LOCATED HOUSING and are completing the FINAL STEPS for MOVE-IN
79 TOTAL FAMILIES HOUSED by END OF FEBRUARY
- 114 FAMILIES APPROVED and LOCATING HOUSING
- 70 DENIALS (examples: ineligible, housing resolved, unable to locate)

\$72,583 DIRECT FINANCIAL ASSISTANCE PROVIDED
\$49,180 LHAF Millage funds
\$23,403 Leveraged through other funding sources

PROJECTIONS through June 30, 2017

- 115 TOTAL FAMILIES HOUSED

\$361,000 DIRECT CLIENT ASSISTANCE
\$311,000 LHAF Millage funds
\$ 50,000 Leveraged

Frequent User Service Enhancement (FUSE) Program

Overview:

The Kalamazoo County Public Housing Commission, in partnership with Bronson Healthcare and InterAct of Michigan, are actuating a two (2) year pilot program to serve ten (10) chronically homeless individuals that are frequent users of the Emergency Department. The program's focus is to learn through partnership how to make qualitative changes in participants' lives, health, and to assist in resolving homelessness. This is accomplished by increasing access to a dedicated Primary Care Physician, by providing stable, supported housing and through direct client services and case management to promote self-care and development.

This interagency team work allows each participant to develop a home, and rather than focus on survival, to focus on self-betterment, stability, and health.

As of February 1, 2017

- The FUSE Program is in its sixth month and well on its way to capacity.
- The Emergency Department visits for the participants have been dramatically reduced while increasing the level of care.
- The Kalamazoo County Public Housing Commission has provided over 600 nights of housing through FUSE.

“Public Housing Umbrella” Reporting by the Program Service #s
(For January 2016 through December 2016 [01-05-2017 final])

ITEM C.

TOTAL NUMBER OF PERSONS SERVED IN 12 MO. PERIOD – **345 CHILDREN & ADULTS**

Kalamazoo County Public Housing Commission (KCPHC) provides contract oversight these:

- **HOUSING VOUCHERS** – 14 LHAF (Local Housing Assistance Fund) vouchers – **52 persons**
 - 14 households – 4 still active into 2017- Served 16 adults and 36 children
 - * 8 graduates
 - * Each Family received 1 year closely supported housing
 - * All voucher recipients 30% AMI or less
 - * Geo. areas served – Gen. urban within Kal. County.
 - * Partner agencies – Nurse Family Partnership, Open Doors, Lutheran Social Services of Michigan/ SAMARITAS, Catholic Charities of Kalamazoo, Community Action Agency of Kalamazoo County.
 - * 2 new vouchers currently pending in 2017.

- **HOMELESS PREVENTION** – **149 persons**
 - 44 households
 - * 35 households with children
 - * 9 households without children
 - * Over 95% of the households served are at 30% of the Area Median Income (AMI) or less
 - * Geographic area served is Countywide
 - * Partnering with several community agencies notably a contract with Housing Resources, Inc.

- **MORTGAGE FORECLOSURE PREVENTION** – In 2016, 3 rescues (**5 persons**). Financial education support: & counseling **68 persons** in partnership with Kalamazoo Neighborhood Housing Services.

- **SECURITY DEPOSIT NO INTEREST REVOLVING LOAN FUND** – Revolving Fund Part of LHAF. **4 Loans** in year = **4 persons**: 1 repaid in full/ 1 closed out Withdrawal for Non-compliance/. 2 continue in 2017.

Four stand- alone 501c3 non-profit entities responsible for housing noted created in community partnership with the Kalamazoo County Public Housing Commission since 2008 to provide longevity and sustainability in housing

- **TRANSITIONAL HOUSING** – Bethany Non-Profit Housing Corporation – **Women in Recovery** – **6 adults; 6 children**
 - * Supported by HUD Scattered site vouchers through KCMHSAS through March 2016.
 - * **April through December 2016, direct contract between Bethany NPHC and Community Healing Center**
 - * Onsite support services for 6 women/ congregate living
 - * Created and owned and run by The Sisters of St. Joseph from 1980 thru 2009.
 - * Kal. County Public Housing Commission bought & reopened in 2010 and continued with major rehab work.
 - * Contracted with Community Healing Center directly in April 2016.
 - * New furnace installed January 2016.
 - * Appraisal being done.

- **PERMANENT HOUSING** – Elm Street Non-Profit Housing Corporation – **For single chronically homeless adults with disabilities** - **11 persons**
 - Supported by HUD Scattered site vouchers through KCMHSAS
 - * 10 studio units and a single bedroom for the live in service representative
 - * New live-in service provider effective 12/1/16.

- **PERMANENT HOUSING** – Kalamazoo Family Non-Profit Housing Corporation AND Kalamazoo County Housing Choices - **For homeless families** – **48 persons**
 - 11 Single Family Housing Units spread across the county with access to public transportation.
 - * In 2016, 12 adults and 36 children Supported through Project Based Vouchers, Section 8 vouchers or HUD scattered site vouchers (provided thru MSHDA and/or KCMHSAS).
 - * 5 year limit up/ Frank (a Choices unit) sold to Private Home Qualified owner.
 - * Of remaining 4 choices units, one (Ada) is being appraised.

Without the partnership of the Kalamazoo County Public Housing Commission, Local Units of Government, KCMHSAS and the several agencies noted herein, these housing support services would not have occurred nor be sustained.

Questions, comments or concerns are welcome. Please contact David Artley barrieandmaddie@gmail.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 21, 2017

DEPARTMENT: Administration

PREPARED BY: Tracie Moored, Administrator

SUBJECT: Strategic Planning Sessions and Location

SPECIFIC ACTION REQUESTED:

Authorization to participate with the Clarion Group for our Strategic Planning Session at the Land Bank Office.

DESCRIPTION OF ACTION (dollar amount, purpose):

The County Board of Commissioners and Administration will embark in a strategic planning session on March 24 and March 25. These sessions will be facilitated by The Clarion Group.

OUTPUTS

- A clear strategic direction for the County documented in a concise strategic plan
- A clear path for implementing the strategy
- The alignment and commitment of the leads and teams for carrying out the implementation priorities

DELIVERABLES

- A Strategic Map (a one-page graphic summary of the strategic plan) that outlines the County's central challenge, strategic priorities, and supporting strategic objectives
- A comprehensive meeting summary of the strategic planning session
- Communications materials for use in presenting the strategic plan to key stakeholders
- Draft implementation plans for the County's first-year implementation priorities
- A written summary of highlights and decisions reached during the implementation planning workshop

Meeting facility is being provided at no cost.

Cost: \$20,000 (currently budgeted in the Strategic Management activity)

TIME FRAME OF ACTION:

March 24 and March 25, 2017

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

Within 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)

NA

NEW OR RENEWAL OR AMENDMENT:

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

NA

ANY OTHER PERTINENT INFORMATION:

NA

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER: Tracie Moored, 269/384-8111

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 21, 2017

DEPARTMENT: Circuit Court

PREPARED BY: Susan Sayles

SUBJECT: Positions

SPECIFIC ACTION REQUESTED:

The Circuit Court wants to eliminate and create two positions.

DESCRIPTION OF ACTION (dollar amount, purpose):

This will create efficiencies at the Michigan Avenue Courthouse and the Gull Road Justice Complex.

TIME FRAME OF ACTION:

February 21, 2017

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

General and State (292 funded position only, 50% State and 50% general fund)

PERSONNEL IF REQUIRED:

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

ELIMINATE

10857-004	Court Services Specialist II	k05	1.0	101-132	33,987.20 – 41,724.80
10558-028	Juvenile Probation Officer II	j12	1.0	292-664	44,324.80 – 57,616.00

CREATE

10240-xxx	Judicial Aide	K06	1.0	101-132	37,086.40 – 45,468.80
10558-028	Juvenile Probation Officer II	j12	.5	101-132	44,324.80 – 57,616.00
			.5	292-664	44,324.80 – 57,616.00

NEW OR RENEWAL OR AMENDMENT:

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

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)

CONTACT PERSON WITH PHONE NUMBER:

Susan Sayles 383.6415

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** February 21, 2017**DEPARTMENT:** 9th Circuit Court-Drug Treatment Court**PREPARED BY:** Sara Green**SUBJECT:** Approval to apply for BJA grant**SPECIFIC ACTION REQUESTED:**

The 9th Circuit Court is requesting permission to apply for the BJA FY17 Adult Drug Court Discretionary Grant to enhance the current Drug Treatment Court Programs and the Veterans Treatment Court Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

The grant is a three-year grant with a grant maximum amount of \$400,000. A 25% non-federal portion of the total project costs is required for this grant. This match will come from Michigan Drug Court Grant Program grants as well as the Drug Treatment Court Fund.

TIME FRAME OF ACTION:

The grant must be submitted by February 28, 2016 and if awarded the grant will be from October 1, 2017-September 30, 2020.

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

Federal

PERSONNEL IF REQUIRED:

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

None

NEW OR RENEWAL OR AMENDMENT:

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

New

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

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

CONTACT PERSON WITH PHONE NUMBER:

Sara Green
9th Circuit Court
269-383-6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 21, 2017

DEPARTMENT: Office of Finance

PREPARED BY: Lisa A. Robert

SUBJECT: Approval of a Professional Services Agreement with MAXIMUS Consulting Service Inc.

SPECIFIC ACTION REQUESTED:

The Office of Finance in coordination with the 9th Circuit Court requests Board approval of a professional services agreement with MAXIMUS Consulting Services Inc in the amount of \$4,800 in order to prepare a Circuit Court cost plan.

DESCRIPTION OF ACTION (dollar amount, purpose):

A Circuit Court cost plan is required by the State in order to charge indirect costs to the Child Care Fund. This plan will identify eligible costs as determined in accordance with the Child Care Fund handbook guidelines.

TIME FRAME OF ACTION:

January 25, 2017 through December 31, 2017

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

Circuit Court General Fund 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)

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Lisa A. Robert (269)383-8686

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** February 21, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James Rutherford, MPA, Health Officer/Director**SUBJECT:** **APPROVAL OF CONTRACT WITH THE REGION IIIB AREA AGENCY ON AGING****SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of a contract with the Region IIIB Area Agency on Aging and the Kalamazoo County Health and Community Services Department, Region IIIA Area Agency on Aging for the period October 1, 2016 through September 30, 2019 for Long-Term Care Ombudsman Services.

DESCRIPTION OF ACTION:

The Long-Term Care Ombudsman Program serves a five county area, including Barry and Calhoun Counties, which the Region IIIB AAA serves. The Ombudsman Program provides consumers with information and consultation on issues and complaints regarding licensed long-term care facilities as well as promoting best practices in long-term care.

TIME FRAME OF ACTION:

The contract is effective October 1, 2016 through September 30, 2019.

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

These funds are from the federal government as awarded to the Region IIIB AAA and are required to be contracted to us. This contract represents one year of funding of \$2,437.00.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

Every three years a master contract is executed and in subsequent years there is a renewal and allocation of funds. This is a grant we have had previously, but it is in a new three-year cycle.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON

Judy Sivak, Area Agency on Aging Director, 373-5153 or jsivak@kalamazoo.org.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** February 21, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James Rutherford, MPA, Health Officer/Director**SUBJECT: ACCEPTANCE OF A MASTER LICENSE AND SERVICES AGREEMENT WITH MEDIWARE HUMAN & SOCIAL SERVICES, INC.****SPECIFIC ACTION REQUESTED:**

HCS Administration requests approval to enter into a Master License and Services Agreement with Mediware Human & Social Services, Inc. (Mediware) and the Michigan Region IIIA Area Agency on Aging (AAA3A) to provide Information and Referral software and services.

DESCRIPTION OF ACTION:

The AAA3A is required to provide an Information and Referral service and has utilized Mediware's (formerly Harmony) web based product for the past several years. This master agreement, which covers licensing and support details, provides all aspects of the business relationship in one document, also reflecting the change in ownership.

TIME FRAME OF ACTION:

Effective December 1, 2016 and will terminate once all licenses and services under this Master Agreement terminate or expire.

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

Funds for continued licensing is from the federal Older Americans Act through the Administration for Community Living.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

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

CONTACT PERSON:

Judy Sivak, Area Agency on Aging Director, at 373-5153 or jasiva@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** February 21, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James Rutherford, MPA, Health Officer/Director**SUBJECT: APPROVAL OF AMENDMENT #1 OF MMAP, INC. SHIP AGREEMENT****SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of Amendment #1 to the State Health Insurance Assistance Program (SHIP) Agreement between the Michigan Medicare/Medicaid Assistance Program (MMAP, Inc.) and the Area Agency on Aging IIIA in the amount of \$21,086.00 for the period April 1, 2016 through March 31, 2017, representing an increase of \$1,547.00.

DESCRIPTION OF ACTION:

The Medicare Medicaid Assistance Program assists Medicare beneficiaries to understand and access program benefits through counseling, education and outreach. The purpose of the amendment is to reflect an increase in funding provided as a result of unspent funds from around the country for the current grant year.

TIME FRAME OF ACTION

The amendment is effective April 1, 2016 through March 31, 2017, which is the timeframe of the original contract.

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

These funds are from the federal government.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL

N/A. This is an amendment to the original agreement.

ANY OTHER PERTINENT INFORMATION:

The program is sub-contracted to Senior Services Southwest Michigan who are responsible for meeting program guidelines.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON

Judy Sivak, Area Agency on Aging Director, 373-5153 or jasiva@kalcounty.com.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 21, 2017

DEPARTMENT: Health & Community Services

PREPARED BY: James Rutherford, MPA, Health Officer/Director

SUBJECT: APPROVAL OF AMENDMENT #1 OF PREVNT INITIATIVE AGREEMENT WITH MI DEPT. OF HEALTH & HUMAN SERVICES

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval of Amendment #1 to the PREVNT Initiative Agreement between the Michigan Department of Health & Human Services and Region IIIA Area Agency on Aging, for the period January 9, 2017 through September 30, 2017.

DESCRIPTION OF ACTION:

The purpose of the amendment is to modify the De Minimis Rate Calculation to reflect the correct Base Expenditure amount, as shown in Attachment B.4. This does not alter the amount of the original agreement.

TIME FRAME OF ACTION

The amendment is effective January 9, 2017 through September 30, 2017.

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

These funds are from the state government.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL

N/A. This is an amendment to the original agreement.

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON

Judy Sivak, Area Agency on Aging Director, 373-5153 or jasiva@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** February 21, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James Rutherford, MPA, Health Officer/Director**SUBJECT:** APPROVAL OF AGREEMENT WITH GOODWILL INDUSTRIES**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of an agreement between HCS Community Action Agency and Goodwill Industries for the purpose of marketing materials for the Kalamazoo County Tax Counseling Initiative.

DESCRIPTION OF ACTION:

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

TIME FRAME OF ACTION:

The contract is effective January 1, 2017 through April 30, 2017.

FUNDING SOURCE

There are no County general funds associated with this request. The contract amount is \$3,000, and funds are from the Community Services Block Grant.

PERSONNEL:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Amber Leverette, MPA, CAA Manager at 373-5101 or at arleve@kalamazocounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** February 21, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James Rutherford, MPA, Health Officer/Director**SUBJECT: APPROVAL TO RENEW MUTUAL AID AGREEMENT WITH
REGION V LOCAL HEALTH DEPARTMENTS FOR PUBLIC
HEALTH EMERGENCIES****SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval for the Kalamazoo County Health Officer to renew its Region V Local Public Health Mutual Aid Agreement.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Region V Local Public Health Mutual Aid Agreement is a renewal agreement for the sharing of resources and personnel at times of need (public health emergencies) between local government public health entities.

In certain situations, such as natural or man-made disasters, the use of personnel, equipment, supplies and/or services of one public health jurisdiction may be needed to aid another public health jurisdiction to perform necessary relief and service functions for the purpose of preserving and protecting the health, safety and welfare of residents of both the aiding and aided public health entities. This agreement ensures that additional support in emergency response capabilities and capacities are available should Kalamazoo County ever require additional aid to protect the health and safety of County residents. This agreement will allow the Kalamazoo County Public Health Officer to both render and request aid and assistance if ever necessary.

TIME FRAME OF ACTION:

The Agreement will be effective upon all Region V Health Officer's signatures and will automatically renew for successive one year periods.

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

No County general funds are required as a result of this request. This agreement fulfills a requirement of the Public Health Emergency Preparedness program, which is funded through the Comprehensive Agreement from the Michigan Department of Health & Human Services.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

Region V local government public health entities include: Allegan County Health Department, Barry-Eaton District Health Department, Berrien County Health Department, Branch-Hillsdale-St. Joseph Community Health Agency, Calhoun County Health

Department, Kalamazoo County Health & Community Services Department and Van Buren/Cass District Health Department.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Courtney Davis, MPH, Emergency Preparedness Coordinator, at 373-5025 or cldavi@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** February 21, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James Rutherford, MPA, Health Officer/Director**SUBJECT:** APPROVAL OF HOUSEHOLD HAZARDOUS WASTE PROGRAM AMENDMENT #1 WITH MULTIPLE MUNICIPALITIES**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of the following amendments between the county governmental units listed below (both in and out-of-county units) and Kalamazoo County Health and Community Services Department for the Household Hazardous Waste Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

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

GOVERNMENTAL UNITS AND FUNDING

- | | |
|--------------------|------------|
| 1. Alamo Township | \$2,800.00 |
| 2. Climax Township | \$800.00 |

TIME FRAME OF ACTION:

These amendments adhere to the Household Hazardous Waste fees for FY16 that were approved by the Board on November 17, 2015 for the purpose of supporting HHW program operations, including being open on ten (10) Saturdays throughout the fiscal year. These amendments are for the period of January 1, 2017 to December 31, 2017 and establish each unit's funding for fiscal year 2017.

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

Funding amounts for each governmental unit are listed above. Each of the in-county amendments includes a specific amount for operational expenses, which is based upon a cost-sharing formula. Both in-county and out-county are charged based on actual participation by individual households. Out-of-county municipalities are charged for actual participation plus a \$35.00 service fee per household. If the funds for a unit are exhausted before the contract period ends, that unit's residents will not receive collection services unless more funds are transferred to the county.

PERSONNEL IF REQUIRED:

There are no new personnel associated with this request.

NEW OR RENEWAL:

Renewal – amendments to original contract.

ANY OTHER PERTINENT INFORMATION:

These amendments will allow the collection of household hazardous waste in 2017 from each unit's residents and will allow removal of household hazardous waste from the waste stream, thus preventing environmental contamination problems. This program is consistent with the HCS's goal to improve the quality and safety of the physical environment for Kalamazoo County residents.

PROCUREMENT INFORMATION:

There is no procurement associated with this request.

CONTACT PERSON WITH PHONE NUMBER:

Vern Johnson, Environmental Health Division Manager, at 373-5356 / vljohn@kalcounty.com or Lynne Norman, Deputy Director – Health Services, at 373-5237 / ldnorm@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** February 21, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James Rutherford, MPA, Health Officer/Director**SUBJECT:** APPROVAL OF A BUSINESS ASSOCIATE AGREEMENT
WITH WESTERN MICHIGAN UNIVERSITY HOMER STRYKER
M.D. SCHOOL OF MEDICINE FOR DATA HUB CARE
COORDINATION REGISTRY**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of an Agreement with Western Michigan University Homer Stryker M.D. School of Medicine (WMed) to provide the Cradle Kalamazoo Data Hub Care Coordination Registry for Kalamazoo County Health & Community Services Department (HCS) - Home Visitation programs.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Data Hub Care Coordination Registry is intended to facilitate and monitor the collective impact of the Cradle Kalamazoo initiative. Multiple home visitation programs will provide program data to the hub for County-wide analysis.

TIME FRAME OF ACTION:

The contract will be effective February 22, 2017, with annual renewals.

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

There are no funding requirements of this BAA.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

Cradle Kalamazoo is the Kalamazoo County Infant Mortality Initiative intended to reduce the overall infant mortality rate in Kalamazoo County but more specifically reduce the disparity rate among Black infants.

PROCUREMENT INFORMATION:

There is no procurement issue associated with this request.

CONTACT PERSON WITH PHONE NUMBER:

Debra Lenz, MCH Division Manager: 373-5024 dlenz@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** February 21, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James Rutherford, MPA, Health Officer/Director**SUBJECT:** APPROVAL OF FATHERHOOD INITIATIVE POSITION
CREATION IN THE MATERNAL CHILD HEALTH DIVISION**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval to create .5 FTE Care Coordinator position in support of the Kalamazoo County Fatherhood Initiative project funded from the United Way of the Battle Creek & Kalamazoo Region (UWBCKR).

DESCRIPTION OF ACTION (dollar amount, purpose):

The Fatherhood Initiative is a national initiative that believes the involvement of responsible fathers is essential to the economic, emotional, and social health of children. Grant funding (\$100,000.00) will be used to support this initiative in Kalamazoo County as we engage fathers and families to improve relationships within the family unit. The fatherhood role has been identified as an essential component in reducing the number of infant deaths in Kalamazoo County.

TIME FRAME OF ACTION:

The contract was awarded 11/1/2016 through 10/31/2017. This position will be effective 2/22/17.

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

The United Way of Battle Creek & Kalamazoo Region (UWBCKR) is the sole funding source.

PERSONNEL IF REQUIRED:

Create:

Account #	Position #	Grade	FTE	Pay Range	Effective
297-165	Care Coordinator #TBD	K06	.5	\$18,543.20 - \$22,734.40	2/21/2017

NEW OR RENEWAL:

This is a new funding project with the original acceptance of award approved at the 1/17/2017 BOC.

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Debra Lenz, MCH Division Manager; 373-5024 dllenz@kalcounty.com.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 21, 2017

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Changes to Personnel Policy 6.03

SPECIFIC ACTION REQUESTED:

Adoption of revisions to Personnel Policy 6.03 – Safety Policy.

DESCRIPTION OF ACTION (dollar amount, purpose):

The updated policy is attached. The proposed changes to Personnel Policy 6.03 – Safety Policy includes the addition of section B. (OSHA Employee Rights), which incorporates the required OSHA Anti-Retaliation Rule. The proposed language was provided by Labor Counsel.

The comprehensive review of the County Personnel Policy Manual is currently in progress and is estimated to be completed by August 2017.

TIME FRAME OF ACTION:

Effective 2/21/2017.

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

CONTACT PERSON WITH PHONE NUMBER:

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

PERSONNEL POLICY 6.03 (B.) - SAFETY

B. OSHA – EMPLOYEE RIGHTS: Occupational Safety and Health Act of 1970 (OSH Act) was passed to prevent workers from being killed or seriously harmed at work. The law requires employers to provide their employees with working conditions that are free of known dangers. To help assure a safe and healthful workplace, OSHA also provides workers with the right to:

- Raise a safety or health concern with the County or OSHA, or report a work related injury or illness, without being retaliated against.
- Receive information and training about job hazards, methods to prevent harm, including all hazardous substances in your workplace.
- Obtain copies of test results regarding potential hazards in the workplace.
- Request an OSHA inspection in your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential.
 - A representative may contact OSHA on your behalf.
 - You may participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or mail) if you have been retaliated against for using your rights.
- Obtain copies of any OSHA citations issued to the County, copies of your medical records, tests that measure hazards in the workplace, and/or workplace injury and illness log.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 21, 2017

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: Trade Adjustment Assistance (TAA) Program Plan Instructions and Merit Staffing Certification for Fiscal Year (FY) 2017

SPECIFIC ACTION REQUESTED:

Review and approval of Trade Adjustment Assistance (TAA) Program Plan Instructions and Merit Staffing Certification for Fiscal Year (FY) 2017

DESCRIPTION OF ACTION (dollar amount, purpose):

This is a nonfinancial policy and request.

The purpose of this nonfinancial policy issuance is to provide guidance to local Michigan Works! areas regarding the development and submission of a local TAA plan in compliance with the requirements of TAA regulations and directives.

The TAA plan narrative required for submission describes the services and activities that will be provided to adversely affected workers during FY 2017 in the Michigan Works! Southwest four county area.

Additionally, this plan requires Michigan Works! Agencies to submit Merit Staffing Certification, as it requires that all service provider staff funded by TAA must be merit-staffed employees of eligible organizations.

TIME FRAME OF ACTION: FY2017 (October 1, 2016 – September 30, 2017)

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

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER: Amy Meyers; 269.385.0414

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

Trade Adjustment Assistance (TAA) Program Plan Instructions and Merit Staffing Certification for Fiscal Year (FY) 2017

PI 17-03

Background

TAA is a federal program that assists U.S. workers who have lost their jobs as a result of foreign trade. The program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed. Talent Investment Agency Policy Issuance: 16-18: Trade Adjustment Assistance Fiscal Year 2017 Allocations, dated October 17, 2016 allocated Michigan Works! Southwest \$394,605 to offer TAA services.

The purpose of this nonfinancial policy issuance is to provide guidance to local areas regarding the development and submission of a local TAA plan in compliance with the requirements of TAA regulations and directives. Additionally, this plan requires Michigan Works! Agencies to submit Merit Staffing Certification.

Plan Narrative

The TAA plan narrative required for submission describes the services and activities that will be provided to adversely affected workers during FY 2017 in the Michigan Works! Southwest four county area.

The Michigan Works! Southwest TAA Plan includes local information regarding:

- Coordination of TAA services with the Workforce Innovation and Opportunity Act;
- Alignment of TAA services with local employer needs; and
- Service delivery structure, including the TAA intake process, local resource availability, development of Individual Service Strategies, training approvals, and employer-based training opportunities.

Merit Staffing

This policy also requires that all service provider staff funded by TAA must be merit-staffed employees of eligible organizations. Eligible organizations include a unit of the State of Michigan, a local unit of government, special purpose unit of government, school district, intermediate school district, public community college, or public university that follow a merit system of personnel administration.

Technical Information

Program Title/Number	Trade Adjustment Assistance (TAA) Program Plan Instructions and Merit Staffing Certification for Fiscal Year (FY) 2017
Funding Source	N/A
Funding Level	N/A
Duration	FY2017 (October 1, 2016 – September 30, 2017)
Reference	Talent Investment Agency (TIA) PI: 17-03, 1/23/2017
CFDA Number	17.245

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 21, 2017

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: Michigan One-Stop System Memorandum of Understanding (MOU) between the Talent Investment Agency/Unemployment Insurance Agency/Workforce Development Agency and the Workforce Development Boards

SPECIFIC ACTION REQUESTED: Review and approval of the Michigan One-Stop System Memorandum of Understanding (MOU) between the Talent Investment Agency/Unemployment Insurance Agency/Workforce Development Agency and the Workforce Development Boards

DESCRIPTION OF ACTION (dollar amount, purpose):

The MOU establishes the terms and conditions between the above identified partners, including each Workforce Development Board, representing Michigan's One-Stop system under the Workforce Innovation and Opportunity Act (WIOA).

This Agreement is entered into for the following purposes:

- Compliance with the WIOA, which requires Agreements to be entered between the local board and One-Stop partners;
- Delineation of the roles and responsibilities of each One-Stop partner;
- To ensure the efficient and effective coordination and delivery of services in order to prevent duplication and maximize available resources; and
- Establishment of joint processes and procedures that will enable all parties to more fully integrate the current service delivery system, resulting in a more seamless and comprehensive array of education, human service, job training, and other workforce services.

TIME FRAME OF ACTION: This MOU remains in effect for three years.

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

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER: Amy Meyers; 269.385.0414

PLEASE ATTACH ALL NECESSARY INFORMATION

**MICHIGAN ONE-STOP SYSTEM MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN
THE TALENT INVESTMENT AGENCY/UNEMPLOYMENT INSURANCE AGENCY/WORKFORCE
DEVELOPMENT AGENCY (TIA/UIA/WDA) AND
THE WORKFORCE DEVELOPMENT BOARDS (WDB)**

The MOU establishes the terms and conditions between the above identified partners, including each Workforce Development Board, representing Michigan's One-Stop system under the Workforce Innovation and Opportunity Act (WIOA).

Purpose

This Agreement is entered into for the following purposes:

- Compliance with the WIOA, which requires Agreements to be entered between the local board and One-Stop partners;
- Delineation of the roles and responsibilities of each One-Stop partner;
- To ensure the efficient and effective coordination and delivery of services in order to prevent duplication and maximize available resources; and
- Establishment of joint processes and procedures that will enable all parties to more fully integrate the current service delivery system, resulting in a more seamless and comprehensive array of education, human service, job training, and other workforce services.

Overview

This Agreement outlines:

- Service provision and coordination expectations including:
 - Merit based staffing requirements;
 - Duty to provide meaningful assistance; and
 - Claimant registration for employment procedures.
- Referral strategies for:
 - The Reemployment Services and Eligibility Assessment (RESEA) Program;
 - Work search; and
 - Refusal of work.
- Inclusion strategies for:
 - Lay off aversion;
 - Rapid Response;
 - Trade Adjustment Assistance (TAA);
 - Priority of service; and
 - Migrant and Seasonal Farmworkers (MSFW) Services.

Funding

Funding pursuant to this Agreement is entirely based upon the following two sources:

- Actual will be reimbursed by the TIA/UIA through interagency billing in accordance with the approved UIA RESEA grant; and
- Additional funding may be provided for certain training programs consistent with the WIOA, providing for the use of specified funds for the development and execution of workforce training programs.

Duration

This MOU remains in effect for three years.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 21, 2017

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: ApprenticeshipUSA State Expansion Grant

SPECIFIC ACTION REQUESTED: Review and approval of ApprenticeshipUSA State Expansion Grant

DESCRIPTION OF ACTION (dollar amount, purpose): \$150,000

This grant provides Michigan Works! Southwest with federal ApprenticeshipUSA State Expansion Grant funding totaling \$150,000. Funding will be used to operate the Michigan ApprenticeshipUSA Industry Cluster Approach (MAICA) Industrial Manufacturing Production Technician (IMPT) Registered Apprenticeship (RA) Expansion in Branch, Calhoun, Kalamazoo, and St. Joseph Counties.

The IMPT Registered Apprenticeship upgrades the skills of incumbent, as well as newly hired, workers and can serve as a pathway to higher skilled training. The program improves the knowledge and technical skills of manufacturing production workers. The IMPT Registered Apprenticeship totals 2,736 hours of on the job training and 264 hours of related technical instruction through classroom training, over a period of approximately 18 months.

Using partnerships with several companies, forty individuals will begin new IMPT RA, with a priority to increase the number of women, minorities, and youth (ages 16-24) engaging in RA.

With the ApprenticeshipUSA State Expansion Grant, Michigan Works! Southwest will also be focused on comprehensive strategies to support RA expansion.

TIME FRAME OF ACTION: December 20, 2016 through April 30, 2018

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): Federal (ApprenticeshipUSA State Expansion Grant Funding)

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER: Amy Meyers; 269.385.0414

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

ApprenticeshipUSA State Expansion Grant

Overview

This grant provides Michigan Works! Southwest with federal ApprenticeshipUSA State Expansion Grant funding totaling \$150,000. Funding will be used to operate the Michigan ApprenticeshipUSA Industry Cluster Approach (MAICA) Industrial Manufacturing Production Technician (IMPT) Registered Apprenticeship (RA) Expansion in Branch, Calhoun, Kalamazoo, and St. Joseph Counties, during the time period of December 20, 2016 through April 30, 2018.

IMPT Registered Apprenticeship

The IMPT Registered Apprenticeship upgrades the skills of incumbent, as well as newly hired, workers and can serve as a pathway to higher skilled training. The program improves the knowledge and technical skills of manufacturing production workers, increasing their productivity and problem-solving skills, as well as their understanding of the overall manufacturing process, quality assurance practices, and basic equipment maintenance. The IMPT Registered Apprenticeship totals 2,736 hours of on the job training and 264 hours of related technical instruction through classroom training, over a period of approximately 18 months.

Registered Apprenticeship Expansion

With the ApprenticeshipUSA State Expansion Grant, Michigan Works! Southwest will also be focused on comprehensive strategies to support RA expansion, including:

- Engaging industry and workforce intermediaries, employers, and other partners to expand and market RA to new sectors and underserved populations;
- Enhancing capacity to conduct outreach and work with employers to start new RA programs; and
- Expanding and diversifying participation in RA through innovation, incentives, and workforce development system reforms.

Partnership

Michigan Works! Southwest will be partnering with Michigan Human Resources Development, Inc., (M-HRDI) a current operator of quality and innovative workforce programs in the Michigan Works! Southwest area. M-HRDI will act as the sponsor and holder of Standards of Apprenticeship for all IMPT apprentices served by the MAICA grant.

Numbers Served

Using partnerships with several companies, forty individuals will begin new IMPT RA, with a priority to increase the number of women, minorities, and youth (ages 16-24) engaging in RA.

Technical Information

Program Title	ApprenticeshipUSA State Expansion Grant
Funding Source	Federal ApprenticeshipUSA State Expansion Grant Funding
Funding Level	\$150,000
Duration	December 20, 2016 to April 30, 2018
Reference	Grant Number: MAICA_17_BASE_Michigan Works! Southwest Grant between the State of Michigan Talent Investment Agency and Michigan Works! Southwest
CFDA Number	17.285

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 21, 2017

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Position Creation/Elimination Request for Fair Coordinator & KRV Trail Program Coordinator

SPECIFIC ACTION REQUESTED:

Approve the position elimination changes for the Fair Coordinator and KRV Trail Program Coordinator

DESCRIPTION OF ACTION (dollar amount, purpose):

The Parks Department currently has a .625 FTE Fair Coordinator and a 1.0 FTE Trail Program Coordinator. Both of these positions are currently vacant and the requested changes will not impact any current county employees. These positions are currently funded through operational revenue and grant funding. 2017 will be the last year that the Fair Coordinator Position is partially funded with Accommodation Tax Revenue. The position creation/elimination will reduce both of these positions to .5 FTE and we will hire one employee to fill both positions. The strategic benefit will allow flexibility of hours to concentrate on the needs of the fair and the KRV Trail during peak seasons. The savings will also benefit the KRV Trail and the Kalamazoo County Fair.

TIME FRAME OF ACTION:

Position will be filled after Board of Commissioners approval.

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

These positions and the associated benefits are funded through grants and operational revenue. The Fair Coordinator is also partially funded with Accommodation Tax revenue for one more year. Starting in 2018 the position will be self-sufficient.

PERSONNEL IF REQUIRED:

Eliminate

.5 FTE, Coordinator–Trail Program K07 \$20,498.40-\$25,179.40, 208-008, Position #10786

Eliminate

0.125 FTE, Coordinator–Fair K07 \$5,124.60-\$6,294.85, 208-009, Position #10876

NEW OR RENEWAL:

This is an adjustment of existing positions – no current county employees will be impacted because both positions are currently vacant.

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

David Rachowicz, (269) 383-8787

Email: dmrach@kalcounty.com

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** February 21, 2017 BOC**DEPARTMENT:** Planning & Community Development**PREPARED BY:** Lotta Jarnefelt, Director**SUBJECT:**

Amendments to existing contracts between the County and five surveyors who participate in the 2017 Remonumentation Grant from the State of Michigan, Department of Licensing and Regulatory Affairs (LARA) for Kalamazoo County.

SPECIFIC ACTION REQUESTED:

Approve Amendments to the existing contracts between Kalamazoo County and the following surveyors:

- Southwest Survey & Engineering LLC (initial contract 4/15/2016)
- Reynolds-Heritage Land Surveying and Mapping PC (last amended 4/15/2016)
- Wightman & Associates, Inc. (last amended 4/15/2016)
- Scott Hopkins, P.S (last amended 4/15/2016)
- Ingersoll, Watson and McMachen, Inc (last amended 4/15/2016)

DESCRIPTION OF ACTION (dollar amount, purpose):

The amendments to the contracts are for the purpose of providing the County Remonumentation Grant Program with professional services relating to research and/or remonumentation of section corners. The amendments list the section corners to be completed by the respective surveyors. The corners are defined in the 2017 Remonumentation work program.

Mr. Hopkins will not perform professional services other than participating in the Remonumentation Peer Review Group meetings. The grant program requires a surveyor to have a contract with the County to qualify for meeting per diems from the State grant.

TIME FRAME OF ACTION:

Grant is for calendar year 2017. Work to be completed by December 31, 2017.

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

The 2017 Remonumentation Grant (\$87,296) is for the County's annual work program as outlined in the 2017 Grant Application and approved in the grant agreement between LARA and the County at the BOC on February 7, 2017.

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL OR AMENDMENT:

Previous agreement and amendments last approved by BOC on March 15, 2016

ANY OTHER PERTINENT INFORMATION:

NA

PROCUREMENT INFORMATION:

NA

CONTACT PERSON WITH PHONE NUMBER:

Lotta Jarnefelt, Remonumentation program administrator, 384-8115 or lmjarn@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 7th, 2017

DEPARTMENT: The Kalamazoo County Sheriff's Office

PREPARED BY: Richard C. Fuller III, Sheriff

SUBJECT: Agreement with Portage Public Safety Department.

Sign and agree with the Sheriff and Portage Public Safety Department regarding the indemnification.

This agreement between the parties allows police officers from The City of Portage, Michigan to be sworn as deputy sheriffs pursuant to MCL 51.70 to perform particular duties mentioned within the agreement. This agreement may be revoked by the Sheriff with our without reason. The agreement calls for liability insurance to include the Sheriff and the County of Kalamazoo. Further the agreement calls for the entities to indemnify, saving harmless the Sheriff and the County of Kalamazoo.

SPECIFIC ACTION REQUESTED:

DESCRIPTION OF ACTION (dollar amount, purpose):

TIME FRAME OF ACTION:

Upon signing through the last day of December 2020.

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

No funding needed.

PERSONNEL IF REQUIRED:

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

None.

NEW OR RENEWAL OR AMENDMENT:

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

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Richard C. Fuller III, Sheriff 269-385-6175



ADMINISTRATIVE SERVICES MEMORANDUM

TO: KALAMAZOO COUNTY BOARD OF COMMISSIONERS

FROM: TRACIE MOORED, ADMINISTRATOR/CONTROLLER
THOM CANNY, CORPORATE COUNSEL

DATE: FEBRUARY 13, 2017

SUBJECT: RECOMMENDATION TO APPROVE THE FIRST AMENDMENT TO THE
AGREEMENT FOR DISTRIBUTION OF COUNTY 9-1-1 SURCHARGE
REVENUES

On October 7, 2014 the County of Kalamazoo, Western Michigan University, the City of Kalamazoo, Kalamazoo Charter Township, and the City of Portage, entered into an Interlocal Agreement Creating the Kalamazoo County Consolidated Dispatch Authority (KCCDA). Concurrently, the County, City of Kalamazoo, City of Portage, Kalamazoo Charter Township, and Western Michigan University, entered into an Agreement for the Distribution of County 9-1-1 Surcharge Revenues (Distribution Agreement). This Distribution Agreement serves as the primary funding mechanism for the KCCDA.

When the Parties signed the Distribution Agreement, the Parties anticipated that the County Board of Commissioners would assess a county-wide 9-1-1 charge of \$0.42 (Surcharge) per month to service users in the County. Further, the Parties agreed that all Surcharge Revenues would be distributed to the KCCDA, except for \$100,000 per year which would be distributed to the Parties to assist them in funding their own Emergency 9-1-1 Service Operations. Subsequently, the Board of Commissioners did assess the \$0.42 per month county-wide 9-1-1 charge.

In December of 2016, the Kalamazoo County Board of Commissioners authorized placing a question on the May 2, 2017, county-wide ballot, asking the voters if they approve increasing the Surcharge from \$0.42 per month to \$2.30 per month. When the Board of Commissioners approved placing this question on the May 2, 2017 ballot, the Board of Commissioners also expressed its intent that the Parties should amend the Distribution Agreement to replace the references to a \$0.42 per month Surcharge because, if the voters approve the ballot question in May, the monthly Surcharge will be \$2.30 not \$0.42.

On the Board of Commissioners' Consent Agenda for February 21, 2017, is a proposed Amendment to the Distribution Agreement. This Amendment replaces the references to a "9-1-1 charge of \$0.42 per month" in the Distribution Agreement with the phrase "duly authorized 9-1-1 charge." Legal counsel for the Parties have agreed on this proposed change in the Distribution Agreement. We decided to recommend using the phrase "duly authorized 9-1-1 charge" instead of "\$2.30" because we cannot be certain that the voters will approve the ballot request in May and, if they do not, the amendment would be rendered moot. All other aspects of the Distribution Agreement will remain the same if the parties approve the Amendment.

Administration and the Corporate Counsel's Office recommend that the Board of Commissioners approve the "First Amendment to the Agreement for the Distribution of County 9-1-1 Surcharge Revenues" as described in this Memorandum.

Thank you for your time and consideration to this Memorandum. Please feel free to contact any of us at your convenience if you have any questions or concern regarding this Memorandum.



ADMINISTRATIVE SERVICES MEMORANDUM

TO: KALAMAZOO COUNTY BOARD OF COMMISSIONERS

FROM: THOM CANNY, CORPORATE COUNSEL
TRACIE MOORED, ADMINISTRATOR/CONTROLLER

DATE: FEBRUARY 14, 2017

SUBJECT: SALE OF COUNTY PROPERTY

In 1975 the County of Kalamazoo acquired title to the “Masonic Block” which is the area bounded by Rose Street on the East, Kalamazoo Avenue on the North, Church Street on the West, and Eleanor Street on the South. This entire area is now occupied by County structures and facilities except for the Southeast corner which houses the former Masonic Temple (now known as the Rose Street Market Building).

In 2015, 303 RSM, LLC (RSM), a Michigan Limited Liability Company purchased the Rose Street Market Building at a price in excess of \$1,000,000. RSM now wishes to acquire title to the Southwest corner of the Masonic Block (Subject Property)¹ in order to build a hotel. RSM estimates it will spend approximately 18-20 million dollars in building the hotel.

While the County did not formally or publicly list the Subject Property for sale, during the past 12-18 months, RSM and the County have engaged in discussions about possibly selling the Subject Property. RSM has now submitted a written “Purchase and Sale Agreement” to the County for the Subject property. The important highlights of the Purchase and Sale Agreement are:

¹ Currently this area is used for surface parking and was, formerly, the site of the County’s parking ramp.

1. RSM will pay the County \$500,000 for the Subject Property.
2. RSM will continue to allow the County to use the 50 parking spaces on the Subject Property until RSM is ready begin development activities.
3. After RSM begins development activities, it will provide the County with 50 parking spaces located within a four (4) block radius of the Administration Building. RSM will provide the spaces at no cost to the County for at least the first 3 years.
4. If RSM does not begin development within three (3) years after purchasing the Subject Property, the County has the ability to repurchase the Subject Property for \$500,000, plus the amount of ad valorem property taxes RSM paid during its ownership.

The Corporate Counsel's Office has provided its opinion to the Board of Commissioners that the County has the legal authority to sell the Subject Property to RSM without first listing the property for sale to the public or seeking competitive bids. RSM's Offer to purchase is arguably greater than actual fair market value of the Subject Property because RSM is offering to pay the appraised value for the property (\$500,000) and providing 50 free parking spaces for at least 3 years. Further, there is no reasonable indication that if the County offered the Subject Property for sale through a Realtor; offered the property for sale at public auction; or sought development proposals; that any of those options would result in a better offer for the Subject property than RSM has already made to the County. Additionally, the sale and private development of the Subject Property will place the land back on the tax roll and will serve as a catalyst for further private and public development of the Arcadia Commons West area.

Thank you for your time and consideration to this Memorandum. Please contact me at your convenience if you have any questions, comments or concerns, regarding this Memorandum.



Kalamazoo County Government

201 West Kalamazoo Avenue

Kalamazoo, MI 49007

www.kalcounty.com

Date: February 14, 2017
To: Board of Commissioners
From: Tracie Moored, County Administrator
Re: Consolidated Dispatch Surcharge and New Funding Recommendations

With majority vote of the Commission on December 06, 2016 we are moving forward with placing the cell phone surcharge ballot initiative to fund consolidated dispatch efforts. With this decision also comes the monies currently allocated to dispatch in the general fund. This amount is approximately \$1 Million.

I have been requested by Board Leadership to review the New Funding Requests from the 2017 Budget and present recommended priority funding up to the \$1 Million amount should the surcharge pass. This direction serves two purposes:

- ❖ This will allow our county to present the plan for operational dollars which will be utilized in place of the current dispatch funds should the surcharge be adopted by the voters.
- ❖ Moving forward, this allows this Board to focus on future planning and strategies without delaying the funding discussion until spring.

It is important to recognize the funding stream for these operating funds will not be available for redistribution until late 2018. Consolidated dispatch will need to have acquired all operational processes before funds within our current general fund can be redirected. With this in mind, as we have priorities which may need to be met before that time, we may choose to temporarily designate short term funding to allow some of these requests to move forward after the surcharge election has been conducted.

Based on much discussions and prioritization, the following is a recommended list to encumber funds for up to \$1 Million:

Increased Funding for additional Medical Service in the Jail **\$568,000**

The Sheriff's Office has maintained medical care for the inmates with Registered Nurses and contracting with a local physician and pharmacy. The ability to fill nurse vacancies has increased. The result has been the recent temporary contracting with an outside vendor who is providing nurses so the county jail can meet its mandatory obligations and also meet the numerous medical needs of the inmates. Input of several other Sheriff's Offices in Michigan were solicited. Request for Proposal (RFP) are being reviewed and a program design will be brought forward in the near future.

Creation of Human Resources Specialist Position **\$64,000**

This position will enhance recruitment strategies and allow for Human Resources to have a more consistent presence during candidate selection and interviews. This strategically aligns with our continued discussion of ensuring we are utilizing resources to better represent the population we serve.

Creation of Judicial Aide Position **\$61,000**

The Trial Division of Circuit Court will be separating the criminal and civil aspects of the court. As this change occurs, there will become a need for an additional judicial aide. The position is an essential functioning position assisting the judge in and out of the courtroom. The judicial aide ensures that all court proceedings are video recorded and documented and that the court's disposition of cases complies with caseflow management guidelines which are mandated by the Supreme Court.

Creation of One (1) Field Operations Deputy **\$106,000**

With the growth of the townships in the areas patrolled by the Sheriff's Office, the population the department immediately serves is over 105,000. Growth in Kalamazoo County occurs in the outlying areas as it has been for the past decade. The patrol section of the Sheriff's Office has experienced a proportional growth. The Sheriff's Office is requesting the addition of five (5) F-19 patrol deputies for general assignment. This is a recommendation for one (1) of those requested.

Information Systems Manager **\$88,000**

With the increasing technology requirements within our organization, Information Systems is in need of an additional Manager to coordinate activities and projects. As we move forward with increased technology enhancements in the Board Chambers and the facilitation of everyday business, this position is critical.

Community Action Agency Funding

\$35,000

The Community Action Agency (CAA) is requesting a general fund allocation to support the Community Action Agency Manager position. This increased funding will allow the grant funds received to be directed to program expenses versus administrative oversight.

Creation of Assistant Prosecuting Attorney I Position

\$78,000

This position will allow a current and more experienced APA to be transferred/assigned to the Specialty Courts. Specialty Courts play a vital role in allowing programs to be specialized to the individual. The resources invested at this level can reduce long term extensive costs.

Please let me know if you have any questions.

cc: John Faul, Deputy County Administrator
Lisa Robert, Finance and Internal Services Director
Kristine Cunningham, Human Resources Director