



**Board of
Commissioners'
Meeting**

March 3, 2015

**NOTICE AND AGENDA FOR
MARCH 3, 2015 MEETING
OF THE
KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

PLEASE TAKE NOTICE that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for Tuesday, March 3, 2015, at 7:00 p.m. in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

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

- A. Request for Approval of a Resolution Honoring William Miller for his Service on the Kalamazoo Metropolitan County Planning Commission

CONSENT AGENDA

Airport

- B. Request for Approval of a Letter of Understanding – Equipment Operator
- C. Request for Approval of Elimination and Creation of Position (Airport Funds)

District Court

- D. Request for Approval to Apply for a Grant to the Gilmore Foundation for the Young Adult Diversion Program (YADC)
- E. Request for Approval to Apply for a Grant to the Harold & Grace Upjohn Foundation for the Young Adult Diversion Program (YADC)

Health & Community Services

- F. Request for Approval of Household Hazardous Waste Contracts with Multiple Townships and Municipalities
- G. Request for Approval of Amendment #2 with Counseling at Home
- H. Request for Approval of a Business Associate Agreement with Shred-It USA, LLC
- I. Request for Approval of Partnership Agreements & Business Associate Agreement with Kalamazoo RESA Head Start
- J. Request for Approval of Dental Provider Agreements with Delta Dental & Coventry Cares
- K. Request for Approval of Elimination and Creation of Positions (General Funds/Grant Funds)

Human Resources

- L. Request for Approval of Renewal of Recruitment Advertising Agreement with MLive Media Group
- M. Request for Approval of a Letter of Understanding with AFSCME –

Airport/Compensatory Time

Planning & Community Development

N. Request for Approval of an Agreement for In-Kind Contribution to Kalamazoo Area Transportation Study (KATS)

Sheriff

O. Request for Approval of a Temporary Position due to Military Leave
P. Request for Approval of Oshtemo Township RFP for Police Services

Board of Commissioners

Q. Request for Approval of Transfers and Disbursements
R. Request for Approval of Appointments and Reappointments to Various Advisory Boards

NON-CONSENT AGENDA ITEMS

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

S. Request for Approval of Appointment to Public Housing Commission
T. Request for Approval of Appointment to Environmental Health Advisory Board

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 25, 2015

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

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 3, 2015

DEPARTMENT: Planning & Community Development

PREPARED BY: Lotta Jarnefelt

SUBJECT: Resolution to honor Mr. William Miller for his service as a Kalamazoo Metropolitan County Planning Commission member for over 12 years.

SPECIFIC ACTION REQUESTED:

Approve resolution to honor Mr. William Miller.

DESCRIPTION OF ACTION (dollar amount, purpose):

Mr. William Miller has been a member of the Kalamazoo Metropolitan County Planning Commission (KMCP) from January 15, 2002 through September, 2014. In its meeting on February 5, 2015, the KMCP approved a resolution that included the following:

KMCP thanked Mr. Miller for his service; and

KMCP recommends to the County Commission that they express their gratitude for Mr. Miller's service; and

that a copy of this Resolution be delivered to Mr. Miller.

A resolution has been prepared for the County Board of Commissioners as recommended by the KMCP resolution.

TIME FRAME OF ACTION:

NA

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

NA

PERSONNEL IF REQUIRED:

None

CONTACT PERSON WITH PHONE NUMBER:

If you have any questions or comments, please call 384-8115 or email LMJARN@KALCOUNTY.COM

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** March 3, 2015**DEPARTMENT:** Airport**PREPARED BY:** David Reid**SUBJECT:** Creation/Elimination of Airport Positions**SPECIFIC ACTION REQUESTED:**

Approval to create new Lead-Equipment Operator position and eliminate an Equipment Operator II position at the airport

DESCRIPTION OF ACTION (dollar amount, purpose):

At its August, 14, 2014 meeting, the Aeronautics Board of Trustees approved the airport's 2015 Budget. The budget included the creation of a new union staff position, Lead-Equipment Operator.

The Lead-Equipment Operator was developed to improve the efficiency of airfield operations by providing a 'working foreman'. This individual will report to the Operations Supervisor, and will oversee, assist, and direct members of the Airport Operation and Airfield Maintenance staff.

As additional Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) requirements continue to mount, the addition of this staff position to assist with the direction of the operations staff is critical.

TIME FRAME OF ACTION:

As soon as practicable

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

Airport Fund: Airport approved 2015 budget by the Aeronautics Board of Trustees

PERSONNEL IF REQUIRED:

Create:

1.0 FTE Lead-Equipment Operator R14 Annual \$35,817.60 - \$40,456.00 Position #: "TBD"
Effective 2/17/2015

Eliminate:

1.0 FTE Equipment Operator II R12 Annual \$31,865.60 - \$34,902.40 Position # 10450-XXX
Effective: Upon new hire of Lead-Equipment Operator
No personnel will be impacted by the elimination of the Equipment Operator II position

NEW OR RENEWAL OR AMENDMENT:

N/A

ANY OTHER PERTINENT INFORMATION:

The addition of this staff position is a critical part of the Kalamazoo/Battle Creek International Airport's long-term development plan that focuses on ensuring a safe and efficient operation.

CONTACT PERSON WITH PHONE NUMBER:

David Reid: Director-Airport

Email: dereid@kalamazooairport.com Office phone: 388-3690

D.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday, March 3, 2015

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT: Request approval to seek local grant funding from the Irving S. Gilmore Foundation.

SPECIFIC ACTION REQUESTED:

8th District Court requests Board approval to seek a grant from the Gilmore Foundation which would provide ongoing funding to operate the Young Adult Diversion Program (YADC) within the 8th District Court.

DESCRIPTION OF ACTION (dollar amount, purpose):

Funding in the amount of \$75,000 from the Gilmore Foundation is requested to maintain operating costs for the YADC court program for young offenders (17-20 year olds). Funding will be used for operating costs and contractual services with Speak It Forward and a part time Program Assistant.

TIME FRAME OF ACTION:

The contract runs the length of the grant: May 2015 thru May 2016.

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

Local: Irving S. Gilmore Foundation - Community Involvement

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 change

NEW OR RENEWAL: Renew

ANY OTHER PERTINENT INFORMATION:

The Young Adult Diversion Court (YADC) is a previously approved program within the 8th District Court. YADC is designed to be a problem solving court to address young adults between the ages of 17-20. The program partners with community based agencies to create an integrated and comprehensive court review that focuses on the issues that have led these individuals into the justice system rather than the charge. It includes a shift from a traditional system-wide punitive format to a positive, self-actualization model that will address the individual's needs as a whole person.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Lynn Kirkpatrick, Probation Services Director, 383-8966.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday, Feb 18, 2015

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT: Request approval to seek local grant funding from the Harold & Grace Upjohn Foundation.

SPECIFIC ACTION REQUESTED:

8th District Court requests Board approval to seek a grant from the Harold & Grace Upjohn Foundation which would provide ongoing funding to operate the Young Adult Diversion Program (YADC) within the 8th District Court.

DESCRIPTION OF ACTION (dollar amount, purpose):

Funding in the amount of \$25,000 from the Harold & Grace Upjohn Foundation is requested to maintain operating costs for the YADC court program for young offenders (17-20 year olds). Funding will be used for operating costs and contractual services with Speak It Forward Inc. and a part time Program Assistant.

TIME FRAME OF ACTION:

The contract runs the length of the grant: 2015 thru 2016.

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

Local: Harold & Grace Upjohn Foundation

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 change

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

The Young Adult Diversion Court (YADC) is a previously approved program within the 8th District Court. YADC is designed to be a problem solving court to address young adults between the ages of 17-20. The program partners with community based agencies to create an integrated and comprehensive court review that focuses on the issues that have led these individuals into the justice system rather than the charge. It includes a shift from a traditional system-wide punitive format to a positive, self-actualization model that will address the individual's needs as a whole person.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Lynn Kirkpatrick, Probation Services Director, 383-8966.



Kalamazoo County

Health & Community Services

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

DATE: March 3, 2015
TO: County Board of Commissioners
FROM: Gillian A. Stoltman, Ph.D, M.P.H, Director/Health Officer
RE: **ITEMS FOR YOUR CONSIDERATION**

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

ACTION REQUIRED

HCS Administration requests Board approval of the following contracts between the county governmental units listed below (both in and out-of-county units) and the County of Kalamazoo Health and Community Services Department for the Household Hazardous Waste Program. These contracts are for the period of January 1, 2015 to December 31, 2015 and will establish each unit's funding for fiscal year 2015.

GOVERNMENTAL UNITS AND FUNDING

- | | |
|------------------------|----------|
| 1. Alamo Township | \$ 2,800 |
| 2. Climax Township | \$ 800 |
| 3. Schoolcraft Village | \$ 500 |

DESCRIPTION OF SUBJECT

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

RELATIONSHIP TO GOALS

These contracts will allow the collection of household hazardous waste in 2015 from each unit's residents and will allow removal of household hazardous waste from the waste stream, thus preventing environmental contamination problems. This program is consistent with HCS's goal to improve the quality and safety of the physical environment for Kalamazoo County residents.

FUNDING SOURCE

Funding amounts for each governmental unit are listed above. Each of the in-county amendments includes a specific amount for operational expenses, which is

based on a cost-sharing formula. Both in-county and out-county are charged based on actual participation by individual households. Out-of-county municipalities are charged for actual participation plus a \$34.75 service fee per household. If the funds for a unit are exhausted before the contract period ends, that unit's residents will not receive collection services unless more funds are transferred to the county.

PERSONNEL

There are no new personnel associated with this item.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Vern Johnson, Division Manager, Environmental Health at 373-5347 or vljohn@kalcounty.com.

B. APPROVAL OF AMENDMENT #2 TO THE AGREEMENT BETWEEN THE KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES DEPARTMENT/AREA AGENCY ON AGING IIIA AND COUNSELING AT HOME

ACTION REQUESTED

HCS Administration requests Board approval of Amendment #2 with Counseling at Home, for the addition of new funding for kinship caregiver education, support and training services, in the amount of \$5,581.00, for the October 1, 2014 through September 30, 2015 funding year. The Master Agreement was approved by the Board on 11/19/13.

DESCRIPTION OF SUBJECT

Counseling at Home is the new provider of services for Kinship Caregiver families in Kalamazoo County. The services include coordinating a monthly support group and an educational series for grandparents and other relatives raising children.

RELATIONSHIP TO GOALS

This program helps to address the goal to strengthen the capacity of individuals and families at risk within the community to take control of their lives and work toward self-sufficiency.

FUNDING SOURCE

Funds for the Kinship Caregiver Program are from the federal Older Americans Act, National Family Caregiver Support Program.

PERSONNEL

There are no new personnel associated with this agreement.

PROCUREMENT

A Request for Proposal was issued through the County Purchasing Department with no respondents. After the RFP due date, this current AAALIA provider indicated interest in the service and met all the requirements for an award.

ISSUES/CONCERNS

There are no issues or concerns. Questions should be directed to Judy Sivak, AAALIA Director, at 373-5153 or jasiva@kalcounty.com.

C. APPROVAL OF BUSINESS ASSOCIATE AGREEMENT BETWEEN HEALTH & COMMUNITY SERVICES AND SHRED-IT USA, LLC

ACTION REQUESTED

HCS Administration requests Board approval to enter into a Business Associate Agreement (BAA) with the service vendor Shred-It USA, LLC. The BAA will commence January 1, 2015.

DESCRIPTION OF SUBJECT

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

RELATIONSHIP TO GOAL

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

FUNDING SOURCE

No funds are required as a result of this request.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have questions, please contact Courtney Davis, HCS Administrative Coordinator, at 373-5197 or at cldavi@kalcounty.com

D. APPROVAL OF PARTNERSHIP AGREEMENTS AND BUSINESS ASSOCIATE AGREEMENT BETWEEN KALAMAZOO RESA HEAD START AND THE HEALTH & COMMUNITY SERVICES DEPARTMENT

ACTION REQUESTED

HCS Administration requests Board approval for partnership agreements and a Business Associate Agreement with Kalamazoo RESA Head Start (KRESA). All agreements are effective September 3, 2014 with automatic annual renewals.

DESCRIPTION OF SUBJECT

HCS and KRESA will work together to coordinate services for participants of KRESA Head Start. Services that KCHCS will provide include Dental services including oral examinations, cleanings, sealants and radiographic if applicable as well as Hearing & Vision screenings. KCHCS and KRESA will also work together to promote and encourage participation in the WIC program and services for eligible families.

RELATIONSHIP TO GOALS

The acceptance of these agreements will further HCS's goal to improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices.

FUNDING SOURCE

No County funds are associated with this request.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Deb Lenz, MCH Division Manager at 373-5024 or dllenz@kalcounty.com or Dr. Lisandra Soto, Lead Dentist at 373-5228 or lsoto@kalcounty.com

E. APPROVAL OF DENTAL PROVIDER AGREEMENTS WITH DELTA DENTAL AND COVENTRY CARES FOR THE COORDINATION OF DENTAL CARE SERVICES THROUGH MI HEALTH LINK AND HEALTHY MICHIGAN DENTAL

ACTION REQUESTED

HCS Administration requests Board approval of agreements with Delta Dental and Coventry Cares to coordinate services with the clients seen at KCHCS Clinics who are enrolled in the MI Health Link and Healthy Michigan Dental Programs. The Agreements will be effective upon signature and will be automatically renewed each year.

DESCRIPTION OF SUBJECT

These agreements will provide further services, coordination and access to dental treatment for residents of the Kalamazoo Community. This will expand the ability of KCHCS to serve and treat more individuals and fulfill expectations that local health departments will work to ensure continuity and access to care for clients. The dental clinic is a program that provides billable services to predominantly low-income, at-risk and/or uninsured members of the public.

RELATIONSHIP TO GOALS

These agreements will coordinate and provide needed services and is consistent with the HCS goal to improve the overall health of the community by decreasing preventable disabilities and deaths.

FUNDING SOURCE

Services provided to enrollees of the MI Health Link and Healthy Michigan Dental will be billed per the terms of the contract. Payments are provided through the Medicaid and Medicare Programs & the Healthy Michigan Plan.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have questions please contact Ryan Post, Financial Systems Supervisor, at 373-5254 and rjpost@kalcounty.com

F. APPROVAL TO ELIMINATE 1.625 FTE AND CREATE 1.75 FTE IN THE HEALTH AND COMMUNITY SERVICES DEPARTMENT

ACTION REQUESTED

HCS Administration requests Board approval to eliminate 1.625 FTE positions and create 1.75 FTE positions within the department.

DESCRIPTION OF SUBJECT

The Health Equity Coordinator is funded to provide overall training and guidance to HCS programs in the means of Health Equity specifically looking at the Social Determinants of Health. The new STD Health Coordinator is funded to provide support to the STD Clinic by means of community and provider education and to heighten community awareness to the growing rates of STDs in the community. The intention of these changes is to increase efficiency in the program models to provide critical services while streamlining staff roles and reducing costs.

RELATIONSHIP TO GOALS

Positions created will provide interdepartmental support as well as services to residents of Kalamazoo County which aligns with the HCS goal of reducing preventable disabilities and deaths.

FUNDING SOURCE

The Health Equity Coordinator is funded via existing budgets from the County general fund. The STD Health Coordinator is funding via the Maternal and Child Health Block grant through the CPBC agreement with MDCH.

PERSONNEL

The following position action is requested:

Eliminate:

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective Date</u>
221-203	Health Equity Manager #10830-001	1.0	K10	\$49,753-\$67,142	Immediately
793-136	Health Equity Coordinator #10891-001	0.625	K9	\$45,364-\$61,256	Immediately

Create:

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective Date</u>
221-222	Health Equity Coordinator #10891-001	1.0	K9	\$45,364-\$61,256	Immediately
221-201	STD Health Coordinator #NEW - TBD	0.75	K8	\$41,516-\$56,056	Immediately

ISSUES/CONCERNS

There are no issues or concerns. Please direct all questions to Dr. Gillian Stoltman, Director/ Health Officer, at 373-5260 or gastol@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 3, 2015

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Renewal of Recruitment Advertising Agreement – MLIVE Media Group

SPECIFIC ACTION REQUESTED:

Approval of an updated agreement for \$10,000 for online job posting package through MLIVE Media Group.

DESCRIPTION OF ACTION (dollar amount, purpose):

Various resources are used to communicate the County’s open positions to potential applicants in our market area. A combination of print and an online presence is necessary in order to capture the attention of applicants. MLIVE Media Group represents advertising for the Kalamazoo Gazette, Grand Rapids Press, Ann Arbor News, Bay City Times, Flint Journal, Jackson Citizen Patriot, Muskegon Chronicle, Saginaw News and MLIVE.com. The agreement provides us with a small discount when placing print ads and there is no penalty if we do not meet that level for the year.

TIME FRAME OF ACTION:

January 1, 2015 – December 31, 2015.

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

General Fund – 101-226-901.00

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

CONTACT PERSON WITH PHONE NUMBER:

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 3, 2015

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Letter of Understanding – AFSCME Airport Contract

SPECIFIC ACTION REQUESTED:

Approve and sign an administrative change to the collective bargaining agreement through a Letter of Understanding (LOU) between the County and the AFSCME – Airport bargaining unit.

DESCRIPTION OF ACTION (dollar amount, purpose):

The attached LOU covering the overtime section of the AFSCME Airport contract is needed to clarify the implementation of the overtime calculation for computing overtime pay that came to our attention in subsequent negotiations with AFSCME's Juvenile Home Unit. The language of the LOU is consistent with the other units. (Note that this method exceeds the minimum requirements of the Fair Labor Standards Act.) There is no change to the benefits of the employees.

TIME FRAME OF ACTION:

January 1, 2015 – December 31, 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

OTHER PERTINENT INFORMATION:

The specific issue involved the definition of "hours worked" for computing benefits and "hours worked" for calculating overtime and comp time.

CONTACT PERSON WITH PHONE NUMBER:

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 3, 2015 BOC (Consent agenda)

DEPARTMENT: Planning and Community Development

PREPARED BY: Lotta Jarnefelt, Director

SUBJECT: KATS (Kalamazoo Area Transportation Study) In-kind Contribution for KATS FY 2016 (Oct 2015-Sept 2016) Unified Planning Work Program

SPECIFIC ACTION REQUESTED:

Approval of Assurances in support of in-kind contributions for KATS

DESCRIPTION OF ACTION (dollar amount, purpose):

KATS staff must satisfy federal and state requirements in the planning process in order to remain certified. Being certified allows federal transportation funding to come to Kalamazoo County for use by local county road and public transit agencies. KATS office operations are paid through Federal Highway Administration and Federal Transit Administration planning dollars.

The Assurance is provided in support of KATS's request to use in-kind contributions as match to their legislated funding. In the past, the Department of Planning and Community Development has reported to KATS the number of hours devoted to planning and transportation that relate to KATS's function, and KATS has counted the value of these hours as an in-kind contribution and a part of their match for funding.

In the KATS FY 2016, the in-kind contribution from the Department of Planning and Community development is estimated at \$6,000. If, for some reason, the Department does not meet this match, and other agency/municipalities also fall short of their match, there is a potential for KATS invoicing the difference of the pledged contribution and the realized contribution. The likelihood of this happening is very slim, but since there is a potential of a contractual expense of more than \$1,000, Board approval for the Assurance is hereby requested.

TIME FRAME OF ACTION:

Board approval of the Assurance is requested at the March 3, 2015 BOC meeting for the KATS FY 2016 (Oct 2015-Sept 2016)

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

In the unlikely event that in-kind contributions fall short of the \$6,000 value, the difference would be taken from the Planning Department budget (Acct nr 101-801-)

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL:

Renewal of agreement 05/06/2014

ANY OTHER PERTINENT INFORMATION:

The total amount of estimated third party in-kind contributions for the KATS FY 2016 Unified Planning Work program:

Kalamazoo County Road Commission	\$22,000
Van Buren County Road Commission	\$10,000
City of Kalamazoo	\$22,000
City of Portage	\$22,000
Kalamazoo County (Planning Department)	\$ 6,000
Western Michigan University	\$ 6,000
Comstock Township	\$ 2,000
Kalamazoo Township	\$ 2,000
Oshtemo Township	\$ 2,000
Texas Township	\$ 2,000
City of Galesburg	\$ 1,200
City of Parchment	\$ 1,200
Village of Augusta	\$ 1,200
Village of Climax	\$ 1,200
Village of Lawton	\$ 1,200
Village of Mattawan	\$ 1,200
Village of Paw Paw	\$ 1,200
Village of Richland	\$ 1,200
Village of Schoolcraft	\$ 1,200
Village of Vicksburg	\$ 1,200
Van Buren County	\$ 500
Alamo Township	\$ 100
Almena Township	\$ 100
Antwerp Township	\$ 100
Brady Township	\$ 100
Charleston Township	\$ 100
Climax Township	\$ 100
Cooper Township	\$ 100
Pavilion Township	\$ 100
Paw Paw Township	\$ 100
Prairie Ronde Township	\$ 100
Richland Township	\$ 100
Ross Township	\$ 100
Schoolcraft Township	\$ 100
Wakeshma Township	\$ 100
Waverly Township	\$ 100
Estimated FY 2016 Contributions Total	\$110,000

PROCUREMENT INFORMATION:

NA

CONTACT PERSON WITH PHONE NUMBER:

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 3, 2015

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Approve temporary position due to military leave

SPECIFIC ACTION REQUESTED:

Approve a temporary position for Corrections Deputy Nicholas Mihalek who has been called to military duty.

DESCRIPTION OF ACTION (dollar amount, purpose):

Temporary position allows Sheriff's Office to maintain its current staffing level.

TIME FRAME OF ACTION:

Immediate until no later than January 15, 2019

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

NA

PERSONNEL IF REQUIRED:

Temporary position TBD
Replace Mihalek's position 10715-034

NEW OR RENEWAL OR AMENDMENT:

NA

ANY OTHER PERTINENT INFORMATION:

Corrections Deputy Nicholas Mihalek recently continued his commitment to the United States Marines. Upon doing so he was immediately called to duty for the next four years.

PROCUREMENT INFORMATION:

NA

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff ph: 385-6176



R.

ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Commissioners
FROM: Tina Becker
DATE: February 24, 2015
SUBJECT: Board Action

The Boards Appointment Committee recommends the following reappointments/appointments:

- ✓ Reappointment of Ron Reid to the Southcentral Planning Council for a two year term that will expire 12/31/17
- ✓ Reappointment of Lotta Jarnefelt to the Public Arts Commission for a one year term expiring 12/31/15
- ✓ Reappointment of Martin Janssen to the Planning Commission for another 3 year term that will expire 3/31/18
- ✓ Appointment of Vince Calahaly & Heather Ricketts to the Planning Commission both to assume a term that will expire 3/31/18



S.

ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Commissioners
FROM: Tina Becker
DATE: February 25, 2015
SUBJECT: Public Housing Commission

At the last Committee of the Whole meeting of February 17, interviews were conducted for Ms. Brenda Hughes and Ms. Tracy Free. Ms. Hughes has served on the Public Housing Commission since February 2005. Her 3rd 5-year term expires 2/28/2015 and wishes to be reappointed. A decision needs to be made on whom to appoint/reappoint for a five year term that would commence through 2/28/2020.



ADMINISTRATIVE SERVICES MEMORANDUM

TO: KALAMAZOO COUNTY BOARD OF COMMISSIONERS

FROM: THOM CANNY, CORPORATE COUNSEL

DATE: FEBRUARY 18, 2015

SUBJECT: KALAMAZOO COUNTY PUBLIC HOUSING COMMISSION, NUMBER OF GOVERNING BOARD MEMBERS

I have reviewed the provisions of the Michigan Housing Facilities Act, which is the statutory authority the County relied upon when it created the Kalamazoo County Public Housing Commission. The Housing Facilities Act states that a Public Housing Commission created under the Act shall consist of five (5) members who serve for five (5) year terms. Because the statute specifies the number of members, the County does not have the legal authority to increase the number of members on the County's Housing Commission.

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



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Commissioners
FROM: Tina Becker
DATE: February 24, 2015
SUBJECT: Board Action

The Boards Appointment Committee recommends the following appointment:

- ✓ Meredith Place to Environmental Health Advisory Council to assume a term that will expire 12/31/17