



**Board of
Commissioners'
Meeting**

March 5, 2013

**NOTICE AND AGENDA FOR
MARCH 5, 2013 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 5, 2013, 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 of Approval of 25 Year Resolution Honoring Kara Griner

CONSENT AGENDA

Circuit Court

- B. Request for Approval of Lease and Service Agreements for Seven (7) Copy/Printer Machines
- C. Request for Approval to Apply for the Adult Drug Court Discretionary Grant Program – Enhancement Grant with the US Department of Justice
- D. Request for Approval of Elimination/Creation of Positions (house keeping)

District Court

- E. Request for Approval of a Contract with Ronald Teesdale for Private Courier Services

Finance

- F. Request for Approval of Software Support Agreement for GenesisPro TimeClock, WebClock and Telephony Software

Health & Community Services

- G. Request for Approval of an Agreement with Center for Health Equity and WMU College of Health & Human Services on Behalf of Student Intern Placement & Partnership
- H. Request for Professional Services Agreement with Innovatus Consulting LLC for Leadership Development Services
- I. Request for Approval of an Agreement with Jeremy Lwande for Public Media Production & Planning Services
- J. Request for Approval of Amendment #1 to the Cooperative Agreement and the Local Education Agencies within the Kalamazoo Regional Education Service Agency (KRESA)
- K. Request for Approval of Amendment #6 with Borgess Medical Center for Laboratory Services

- L. Request for Approval to Accept a Grant Extension from the March of Dimes for a Healthy Babies Healthy Start (HBHS) Outreach Project
- M. Request for Approval of a Professional Services Agreement with Kothari Consulting, Inc.
- N. Request for Approval of an Agreement with Douglas Hornick, MD, MPH for Medical Director Services
- O. Request for Approval of Creation of Positions in the Area Agency on Aging Program (grant funded)

Planning & Community Development

- P. Request for Approval of Remonumentation Grant and Surveyor Contracts with the State of Michigan, Department of Licensing & Regulatory Affairs

Treasurer

- Q. Request for Approval to Reallocate Funds for the Land Bank Authority Riverview Project

Board of Commissioners

- R. Request for Approval of Transfers and Disbursements
- S. Request for Approval of Pension Plan Change to Payroll Assumption Rate
- T. Request for Approval of Pension Plan Change to Assumed Rate of Return (Discount Rate)
- U. Request for Approval of an Agreement with Bernhard Center for Catering Services for the Board Retreat
- V. Request for Approval of an Amendment with Southwest Michigan First
- W. Request for Approval of Re-Appointments/Appointments to Various Advisory Boards
- X. Request for Approval of Commissioner Zull to Kalamazoo Area Transportation Study (KATS)

NON-CONSENT AGENDA ITEMS

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

- Y. Request for Approval of a Bid Award with Hi-Tech Electric for Nazareth Fire Alarm Repairs

- 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 27, 2013

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

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



A.

**RESOLUTION HONORING
Kara L. Griner**

WHEREAS, Kara L. Griner has served the citizens of Kalamazoo County for twenty-five (25) years as of February 22, 2013; and

WHEREAS, Kara L. Griner has faithfully served as a W.I.C. Technician; and

WHEREAS, the County of Kalamazoo wishes to acknowledge and honor employees who have longevity under the umbrella of County Government, since it is through longevity that expertise in the employee's particular field is achieved.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby acknowledge with gratitude the many years of dedication and service Kara L. Griner has imparted to the citizens of the County and offers its best wishes for many more years of mutual association.

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I, Timothy A. Snow, County Clerk Register, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held March 5, 2013.

Timothy A. Snow
County Clerk/Register

B.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 5, 2013

DEPARTMENT: Circuit Court

PREPARED BY: Frank Hardester

SUBJECT: Lease and Service Agreements for seven copy/prINTER machines (4 – Ricoh MP5002; 1 – Ricoh MPC3002; 1 – Ricoh MP7502; 1 Ricoh MPC4502).

SPECIFIC ACTION REQUESTED:

Board approval and signature is requested on the attached US Bank Lease Agreement and Applied Imaging Maintenance Agreement.

DESCRIPTION OF ACTION (dollar amount, purpose):

The proposed agreements with US Bank and Applied Imaging will allow Circuit Court to replace seven copy machines in which their current lease agreements are due to expire. The total lease cost per month for all machines is \$896.98. The cost for copies is \$0.0047 per page BW and \$0.05 per page Color.

The new machines will allow Circuit Court to maintain their current printing, copying and scanning operations.

TIME FRAME OF ACTION:

60 Month Lease.

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

For the 2 FOC devices:

Equipment / Rent / Lease Account for FOC devices: 215-141-941.00

Copy Charges Account: 215-141-760.10

For the remaining 5 devices:

Equipment / Rent / Lease Account: 101-132-941.00

Copy Charges Account: 101-132-729.00

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

ANY OTHER PERTINENT INFORMATION:

It should be noted that this lease is significantly less (42% less) than the cost of our expiring lease.

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)

Circuit Court worked closely with the Purchasing Department and received and reviewed a total of seven quotes from Adams Remco, Applied Imaging, Cornerstone, DL Gallivan, Konica Minolta, Michigan Office Systems, and Ricoh. We decided to select Applied Imaging since they offered the lowest competitive price.

CONTACT PERSON WITH PHONE NUMBER:

Frank Hardester, Automation and Technology Manager for the 9th Circuit Court
Phone: 269-384-8246 Email: fehard@kalcounty.com

C.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 5, 2013

DEPARTMENT: 9th Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Permission to apply for BJA Enhancement Grant

SPECIFIC ACTION REQUESTED:

The 9th Circuit Court Drug Treatment Court Program is requesting permission to apply for the Adult Drug Court Discretionary Grant Program – Enhancement Grant. The grant would provide the following enhancements to the Men and Women’s Drug Treatment Court Program.

- 1) Develop a relapse prevention group
- 2) Develop employment/job training
- 3) Monies for staff to attend the Michigan and National Drug Court Conferences
- 4) Comprehensive evaluation by the WMU Kercher Center for Social Research.

DESCRIPTION OF ACTION (dollar amount, purpose):

Federal request = \$199,500. Match = \$66,500. The funds that the Drug Treatment Court Foundation will be contributing will be used as match funds. \$33,250 match/yr.

TIME FRAME OF ACTION:

October 1, 2013 – September 30, 2015

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)

N/A

NEW OR RENEWAL OR AMENDMENT:

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

New

ANY OTHER PERTINENT INFORMATION:

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:

Ann Filkins 383-6469

D.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 5, 2013

DEPARTMENT: 9th Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Elimination/Creation of Position

SPECIFIC ACTION REQUESTED:

See below – Elimination/Creation of Administrator of Problem-Solving Courts

DESCRIPTION OF ACTION (dollar amount, purpose):

The 9th Circuit Court received a grant for the Swift and Sure Sanctions Program. A portion of the Administrator of Problem Solving Courts' salary will be funded by the Swift and Sure Sanctions Program Grant. This results in a need for an elimination/creation request.

TIME FRAME OF ACTION:

Effective days listed below

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

PERSONNEL IF REQUIRED:

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

Eliminate:

<u>Account #</u>	<u>Title/Position #</u>	<u>Band</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
240-120-704.00	Problem Solving Court Administrator #10374-001	M03	.15	\$21.99--\$31.39/hr	10/01/2012
242-120-704.00	Problem Solving Court Administrator #10374-001	M03	.15	\$21.99--\$31.39/hr	10/01/2012

Create:

<u>Account #</u>	<u>Title/Position #</u>	<u>Band</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
292-676-704.00	Problem Solving Court Administrator #10374-001	M03	.30	\$21.99--\$31.39/hr	10/01/2012

Eliminate:

<u>Account#</u>	<u>Title/Position#</u>	<u>Band</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
240-120-704.00	Problem Solving Court Administrtor #10374-001	K09	.10	\$21.17--\$28.58/hr.	01/01/2013
242-120-704.00	Problem Solving Court Administrator #10374-001	K09	.10	\$21.17--\$28.58/hr.	01/01/2013
292-676-704.00	Problem Solving Court Administrator #10374-001	K09	.05	\$21.17--\$28.58/hr.	01/01/2013

Create:

<u>Account#</u>	<u>Title/Position#</u>	<u>Band</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
249-130-704.00	Problem Solving Court Administrator #10374-001	K09	.25	\$21.17--\$28.58/hr.	01/01/2013

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:

Ann Filkins 383-6469

E.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 5, 2013

DEPARTMENT: 8th District Court

PREPARED BY: Tina L. Keifer, Court Administrator

SUBJECT: Approval of contract between County of Kalamazoo, 8th District Court and Ronald Teesdale.

SPECIFIC ACTION REQUESTED:

Approval of contract between County of Kalamazoo, 8th District Court and Ronald Teesdale for private courier service of daily deposits from each court location to County Treasurer.

DESCRIPTION OF ACTION (dollar amount, purpose):

Cost is to be \$60 per day/two times per week.

TIME FRAME OF ACTION:

Amended Contract March 4, 2013 through March 3, 2014.

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

Funded through District Court 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)

One position private contractor per contract

NEW OR RENEWAL:

Renewal

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)

This contract was not bid out. Ronald Teesdale is a retired Portage Police Officer who has been providing courier service for the 8th District Court since 2010.

CONTACT PERSON WITH PHONE NUMBER:

Tina L. Keifer, Court Administrator 269-384-8166

DEPARTMENT/COURT APPROVAL: (Required)

I have reviewed the appropriate sections of the attached documentation and my comments are as follows:

Further comments attached? Yes/No **(Please circle one.)**

Signed: Tina L. Keifer Date: 2-11-13

(County Department Head or his/her designee)

XX N/A Please check if your agenda item does not require B&G to sign off.

BUILDINGS AND GROUNDS REVIEW: I have reviewed the appropriate sections of the attached documentation and my comments are as follows:

Further comments attached? Yes/No **(Please circle one.)**

Signed: _____ Date: _____

(B&G Department Head or his/her designee)

XX N/A Please check if your agenda item does not require IS to sign off.

INFORMATION SYSTEMS REVIEW: I have reviewed the appropriate sections of the attached documentation and my comments are as follows:

Further comments attached? Yes/No **(Please circle one.)**

Signed: _____ Date: _____

(IS Department Head or his/her designee)

XX N/A Please check if your agenda item does not require HR to sign off.

HUMAN RESOURCES REVIEW: I have reviewed the appropriate sections of the attached documentation and my comments are as follows:

Further comments attached? Yes/No **(Please circle one.)**

Signed: _____ Date: _____

(HR Department Head or his/her designee)

F.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 5, 2013

DEPARTMENT: Finance Department

PREPARED BY: Tracie Moored

SUBJECT: Software Support Agreement for GenesisPro TimeClock, WebClock and Telephony Software

SPECIFIC ACTION REQUESTED:

Board approval and signature is required on the attached software support agreement with Evens Time, Inc.

DESCRIPTION OF ACTION (dollar amount, purpose):

This agreement provides support for several components of the County's timekeeping systems including the GenesisPro Timeclock software, WebClock software and Telephony software. The total cost for a 9-month extension is \$1533.78.

TIME FRAME OF ACTION:

Pro-rated for a 9 month term to align with 12/31/13 end of year support term.

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

101-223-819.02

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal.

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

N/A.

CONTACT PERSON WITH PHONE NUMBER:

Tracie Moored 383-8843

G.-O.



Kalamazoo County

Health & Community Services

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

DATE: March 5, 2013

TO: County Board of Commissioners

FROM: Linda Vail, Director/Health Officer

RE: ITEMS FOR YOUR CONSIDERATION

A. APPROVAL OF AN AGREEMENT BETWEEN HEALTH AND COMMUNITY SERVICES (HCS) COMMUNITY ACTION AGENCY (CAA) & CENTER FOR HEALTH EQUITY (CHE) AND WMU COLLEGE OF HEALTH AND HUMAN SERVICES ON BEHALF OF STUDENT INTERN PLACEMENT & PARTNERSHIP

ACTION REQUESTED

HCS Administration requests Board approval to enter into an agreement with WMU college of Health and Human Services to aid in successful placement and preparation of student interns.

DESCRIPTION OF SUBJECT

This is a contractual agreement that provides for an ongoing partnership to provide on the job experiences, internships, practicum and field experiences for college level students pursuing a career in health and human services fields. This is an educational opportunity for students to acquire relevant and real life educational experiences that will positively influence and assist in their overall educational outcomes and career choices.

RELATIONSHIP TO GOALS

This request closely aligns with the departments goals to promote healthy lifestyles and choices for the Kalamazoo community, through the further education and community investment that an internship opportunity offers. This will also provide support to department programs that work to strengthen the capacity of individuals and families at risk within the community to take control of their lives and work toward their self-sufficiency.

FUNDING SOURCE

There are no county funds associated with this request. This contract refers to internships that are educational in nature only with no monetary compensation required.

PERSONNEL

CAA and CHE staff will work with Western Michigan University to place students accordingly. No extra/new county personnel are needed.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Karika Phillips, Health Equity Manager at 373-5061 or kaphil@kalcounty.com.

B. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH INNOVATUS CONSULTING, LLC FOR LEADERSHIP DEVELOPMENT SERVICES

ACTION REQUESTED

HCS Administration requests Board approval of a professional services agreement with Innovatus Consulting, LLC to provide leadership coaching to the management team of the Clinical Services Division.

DESCRIPTION OF SUBJECT

The Clinical Services Division has new employees in the Division Manager position and the two Nurse Supervisor positions. In order to provide this all new management team support, HCS wishes to contract with Innovatus Consulting to provide individual leadership coaching for each new supervisor. Additionally, Innovatus Consulting will provide coaching for the team as a whole.

RELATIONSHIP TO GOAL

This action will aid HCS in achieving the goal of reducing preventable disabilities and deaths by strengthening the new leadership team in this critical division within the department.

FUNDING SOURCE

The cost of this agreement will not exceed \$5,940. The County procurement policy was followed and four quotes were received for this service. Innovatus Consulting was

the low quote. Funding to support this leadership development contract is available via the adopted 2013 Health Fund budget and a pertinent budget adjustment will be submitted for inclusion in the March 5, 2013 transfers and disbursements.

PERSONNEL

There are no personnel issues 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 Marc Meulman, Deputy Director-HCS at 373-5252 or at mtmeul@kalamazoo.org.

C. APPROVAL OF AN AGREEMENT WITH JEREMY LWANDE FOR PUBLIC MEDIA PRODUCTION AND PLANNING SERVICES

ACTION REQUESTED

HCS Administration requests Board approval of an agreement with Jeremy Lwande for the provision of services for production and planning for public media. The total amount of funds is in the amount of \$7000.00. The agreement is effective February 19, 2013 through July 19, 2013.

DESCRIPTION OF SUBJECT

The Center for Health Equity/Community Action Agency requires support in collaboration, knowledge and experience in regards to media productions, documentary work to both support and enhance current and upcoming community based projects and initiatives. Mr. Jeremy Lwande is a WMU graduate and holds a B.A. in Film Video & Media. He has extensive experience working with public entities in the production and creation of documentaries and possesses knowledge and background of working within the community.

RELATIONSHIP TO GOALS

The goal of this relationship for the Center for Health Equity/Community Action Agency is to provide a means to better reach out to the larger Kalamazoo Community. Through the incorporation of media and documentary work, specific to current projects that are focused on addressing the root causes of poverty, we are better able to align to the goal of Kalamazoo County Health and Community Services Department that all members of the community through coordinated planning, resource development, and service delivery, can participate in the opportunities, benefits, and responsibilities of society by reducing health disparities and promoting healthy lifestyles and choices.

FUNDING SOURCE

No County funds are required for this agreement. The agreed upon payment, not to exceed \$7000.00, will be drawn from the CSBG carry-over funds.

PERSONNEL

No additional County employees are required for this project.

PROCUREMENT

All County procurement policies and procedures were followed.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Karika A. Phillips, Health Equity Manager at 373-5061 or at kaphil@kalcounty.com.

D. APPROVAL OF AMENDMENT # 1 TO THE COOPERATIVE AGREEMENT BETWEEN KALAMAZOO COUNTY HEALTH AND COMMUNITY SERVICES DEPARTMENT/HEAD START PROGRAM AND THE LOCAL EDUCATION AGENCIES (LEA) WITHIN THE KALAMAZOO REGIONAL EDUCATION SERVICE AGENCY (KRESA)

ACTION REQUESTED

HCS Administration requests Board approval of Amendment #1 to the Cooperative Agreement with Kalamazoo Regional Education Service Agency originally approved by the Board on May 1, 2012 to extend the end date to June 30, 2013.

DESCRIPTION OF SUBJECT

This agreement specifies that the Local Education Agencies involved in KRESA and the Kalamazoo County Head Start Program will work together to identify the children enrolled in the Head Start Program who require Special Education services. We will also work together to ensure that all children in our program receive Special Education Services if they have been identified as having this need.

RELATIONSHIP TO GOAL

HCS has established the goal of meeting the educational needs of all children enrolled in the Head Start Program. To meet this goal, it is necessary to identify the children with special needs and to plan individual educational programs that meet those needs. Working with the Local Education Agencies will avoid duplication of evaluation and services, and will promote coordination and cooperation between all agencies serving the Head Start children.

FUNDING SOURCE

The purpose of this agreement is to coordinate programs that are already in place and does not involve any cost to HCS.

PERSONNEL

There are no 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 Laurie Hartman, Head Start Health & Development Supervisor at 373-5057 or lahart@kalcounty.com.

E. APPROVAL OF AMENDMENT #6 WITH BORGESS MEDICAL CENTER FOR LABORATORY SERVICES

ACTION REQUESTED

HCS Administration requests Board approval of Amendment #6 to the current Agreement with Borgess Medical Center for laboratory services. This amendment secures the current lab fees for an additional two years and extends the agreement to December 31, 2013.

DESCRIPTION OF SUBJECT

Several HCS clinics use Borgess Medical Center for lab services. These specific lab testing services are not available within HCS's lab.

RELATIONSHIP TO GOALS

Certain laboratory tests relate to the provision of high quality clinical services. The overall health of the community can be improved by reducing preventable disabilities and deaths and promote healthy lifestyles and choices.

FUNDING SOURCE

The funding comes from the County's general fund.

PERSONNEL

There are no 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 Lynne Norman, Division Manager-CS at 373-5239 or at ldnorm@kalamazoo.org.

F. APPROVAL TO ACCEPT A GRANT EXTENSION FROM THE MARCH OF DIMES FOR A HEALTHY BABIES HEALTHY START (HBHS) OUTREACH PROJECT

ACTION REQUESTED

HCS Administration requests Board approval to accept a funding extension with the March of Dimes. The grant award extension is to carry over \$11,874 to be utilized by May 31, 2013.

DESCRIPTION OF SUBJECT

The HBHS project is a 5-year federal grant provided for the reduction of infant mortality and perinatal health disparities in Kalamazoo.

The grant funding will be used to provide health and nutrition education to women during their reproductive years to assist with changing lifestyle behaviors, improving health habits, and reducing the risk of low infant births, diabetes, and anemia. Services will be targeted to our most high risk families, as well as provided in both English and Spanish.

RELATIONSHIP TO GOALS

This funding provides services consistent with the HCS goal to improve the overall health of the community by reducing preventable disabilities and death, and promoting healthy lifestyles and choices.

FUNDING SOURCE

No additional County funds are required as a result of this action. Funding is from the March of Dimes.

PERSONNEL

There is no personnel request associated with this request.

PROCUREMENT

There is no procurement issue 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 at dllenz@kalcounty.com.

G. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH KOTHARI CONSULTING, LLC AND THE COUNTY OF KALAMAZOO BY AND THROUGH ITS HEALTH AND COMMUNITY SERVICES DEPARTMENT

ACTION REQUESTED

HCS Administration requests Board approval of an Agreement between Kothari Consulting, LLC and Kalamazoo County. This agreement will cover the period of December 3, 2012 to September 30, 2013, and the amount allocated is not to exceed \$10,000.

DESCRIPTION OF SUBJECT

The Maternal, Infant, and Early Childhood Home Visitation (MIECHV) grant facilitates collaboration and partnership at the Federal, State, and community levels to improve health and development outcomes of at-risk children through evidence-based home visitation programs. The analysis of data helps community organizations determine where gaps in services lie, and what tools may be most effective in producing more healthy outcomes.

The agreement with Kothari Consulting, LLC will assist in the design, development and implementation of an evaluation of their Maternal & Child Health home visitation programs (Healthy Babies/Healthy Start Project and Nurse Family Partnership) as required by the Michigan Maternal, Infant, & Early Childhood Home Visitation (MIECHV) grant.

RELATIONSHIP TO GOALS

This action is consistent with the HCS goal to strengthen the capacity of individual and families at risk within the community to take control of their lives.

FUNDING SOURCE

No County funds are required as a result of this action. Funding source for this agreement comes from the MDCH MIECHV grant.

PERSONNEL

There is no personnel associated with this request.

PROCUREMENT

There is no procurement issue associated with this request.

ISSUES/CONCERNS

There are no issues of concerns. If you have any questions, please contact Deb Lenz, Division Manager-MCH at 373-5024 or dllenz@kalcounty.com

**H. APPROVAL OF AN AGREEMENT WITH DOUGLAS HOMNICK, M.D., M.P.H.
FOR MEDICAL DIRECTOR SERVICES**

ACTION REQUESTED

HCS Administration requests Board approval for an Agreement with Douglas Homnick, M.D., M.P.H. for Medical Director Services at the Health and Community Services Department effective July 1, 2013 with automatic annual renewals.

DESCRIPTION OF SUBJECT

HCS is required by state law to have a medical director on-site for sixteen hours per week and available for on-call services 24 hours per day.

RELATIONSHIP TO GOALS

HCS works to improve the overall health of the community by reducing preventable disabilities and deaths.

FUNDING SOURCE

The funding to support this contract is County general fund in origin and is budgeted within the Health Fund.

PERSONNEL

This is a contracted position with the rate of pay of \$2,000 per week for 16 hours per week.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Linda Vail, Director/Health Officer-HCS at 373-5160 or at lsvail@kalcounty.com.

I. APPROVAL TO CREATE A .50 FTE POSITION IN THE HEALTH & COMMUNITY SERVICES DEPARTMENT AREA AGENCY ON AGING

ACTION REQUESTED

HCS Administration requests Board approval to create a .50 FTE K7 position effective March 1, 2013.

DESCRIPTION OF SUBJECT

At the February 19th BOC meeting, position eliminations were approved by the Board and this related action was omitted. The creation of this position in the Information and Assistance program will house an existing employee who will transfer into the position at the conclusion of the Thome grant.

RELATIONSHIP TO GOALS

This action does not relate to a specific HCS goal.

FUNDING SOURCE

This position is fully funded in the AAA FY 12/13 budget as supported by Federal and State resources.

PERSONNEL

Create:

<u>Account #</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
280-129	Social Worker #10743-009	K7	.50	\$16.77- 22.64	3/13/13

PROCUREMENT

There is no procurement issue associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Judy Sivak, Director, Older Adult Services at 373-5153 or jasiva@kalcounty.com.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 5, 2013

DEPARTMENT: Planning & Community Development

PREPARED BY: Lotta Jarnefelt

SUBJECT:

1. Remonumentation Grant between the State of Michigan, Department of Licensing and Regulatory Affairs, and Kalamazoo County.
2. Amendments to existing contracts between County and five surveyors.
3. New contract with surveyor David Gariepy. P.S.

SPECIFIC ACTION REQUESTED:

1. Approve Grant Between the State of Michigan, Department of Licensing and Regulatory Affairs, and Kalamazoo County.
2. Approve 8th Amendment to the Agreements between County of Kalamazoo and
 - Andrews Surveying, LLC
 - Wightman & Associates, Inc.
 - Ingersoll, Watson & McMachen, Inc.

Approve 7th Amendment to Agreement between County of Kalamazoo and

 - Evans Land Surveying

Approve 1st Amendment to Agreement between County of Kalamazoo and

 - Mr. James E. Boynton.
3. Approve new contract with David Gariepy, P.S.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Grant offered (\$81,292) will be for the County's annual work program as approved by the State Survey and Remonumentation Grant Administrator and as set forth in the 2013 Survey and Remonumentation Grant Application.

This is an addendum to the agreements for the purpose of providing the County Remonumentation Program with professional services relating to research and/or remonumenting section corners, and Mr. Boynton's agreement to provide research services. In addition David Gariepy, a professional surveyor, will contract for professional services relating to research and/or remonumenting section corners.

This addendum adds new county section corners to the surveyors' contracts. These corners are defined in the 2013 Remonumentation work program.

TIME FRAME OF ACTION:

Grant is for calendar year 2013. Work to be completed by December 31, 2013.

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

2013 Grant between the State of Michigan, Department of Licensing and Regulatory Affairs, and Kalamazoo County.

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)

New:

- 2013 Grant between the State of Michigan, Department of Licensing and Regulatory Affairs, and Kalamazoo County.
- Contract with David Garipey, P.S.

Amendments: Agreements between County of Kalamazoo and

- Andrews Surveying, LLC (8th amendment, last amended 2/21/2012, orig. 5/16/2006)
- Wightman & Assoc., Inc (8th amendment, last amended 2/21/2012, orig. 5/16/2006)
- Ingersoll, Watson & McMachen, Inc. (8th amendment, last amended 2/21/2012, orig. 5/16/2006)
- Evans Land Surveying (7th amendment, last amended 2/21/2012, orig. 5/16/2006)
- Mr. James E. Boynton (1st amendment, original 2/21/2012)

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)

Payment is based on 2013 Fee Schedule which is part of the contract with the surveyors.

CONTACT PERSON WITH PHONE NUMBER:

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



V.

ADMINISTRATIVE SERVICES MEMORANDUM

TO: KALAMAZOO COUNTY BOARD OF COMMISSIONERS

FROM: THOM CANNY, CORPORATE COUNSEL

DATE: FEBRUARY 26, 2013

SUBJECT: RECOMMENDATION TO APPROVE AN AMENDMENT TO THE ECONOMIC DEVELOPMENT SERVICES CONTRACT BETWEEN THE COUNTY OF KALAMAZOO AND SOUTHWEST MICHIGAN PARTNERSHIP, LLC, FORMERLY KNOWN AS SOUTHWEST MICHIGAN FIRST.

In January of 2009, the County entered into an Economic Development Services Contract with Southwest Michigan First. In February of 2009, the Parties amended the Contract to require Southwest Michigan First to provide its annual audit to the Board of Commissioners by September 1 of each year. This contract is still in effect and will remain in effect until either party notifies the other of their intent to terminate the Contract.

During the past year, Southwest Michigan First changed its name to the Southwest Michigan Partnership, LLC, and is asking that the County agree to amend the 2009 Economic Development Services Contract to reflect this name change. County Administration and the Corporate Counsel's Office recommend that the Board of Commissioners approve the requested amendment to the 2009 Economic Development Services contract to reflect the name change. No other provisions in the Contract will be affected by this change.

Thank you for your time and consideration to this Memorandum. Please feel free to contact the Corporate Counsel's Office at your convenience if you have any question or concern regarding this recommendation.



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Commissioners
FROM: Tina Becker
DATE: February 25, 2013
SUBJECT: Board Action

The Board Appointment Committee recommends the following:

- The appointment of Tim Hudson and Christopher Carew to the Economic Development Corporation & Brownfield Redevelopment Authority (EDC/BRA). They both will assume a 6-year term which expires 10/31/18.
- The re-appointment of Stephanie Moore to serve her first 3-year term on the Community Action Tripartite Advisory Board (CATAB) that will expire 12/31/2015. Ms. Moore has served as an elected official on CATAB since 10/02/2012.
- The re-appointment of Joe Schmidt to the Public Housing Board for his first 5-year term that will expire 02/28/2018. Mr. Schmidt has served on the Public Housing Board since 07/10/2010.
- The re-appointment of Bruce Bejcek to the Jury Board to serve another 6-year term that will expire 04/30/2019. Mr Bejcek has served on the Jury Board since 09/04/2007.

Y.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF:

DEPARTMENT: Buildings and Grounds

PREPARED BY: Randy E. Winterowd

SUBJECT: NAZARETH FIRE ALARM REPAIRS

SPECIFIC ACTION REQUESTED:

Request for the approval of the project amount of \$70,933.00 and the approval to award to the low bidder Hi-Tech Electric, Inc. for the second required repair phase of the Nazareth Complex fire alarm system for \$54,933.00.

The project is part of a requirement for the phased project repairs to the Nazareth Fire Alarm System which was developed with the co-operation of the City Fire Marshal. It was planned for in the 2013 budget and funds allocated under the General County Public Improvement General Reserve as part of the Nazareth Extended Maintenance.

DESCRIPTION OF ACTION (dollar amount, purpose):

Low Bidder (Hi-Tech) Amount:	\$54,933.00
Project Contingency Amount:	\$6,000.00
Project Engineering	\$10,000.00
 Total Project Amount:	 \$70,933.00

TIME FRAME OF ACTION:

Immediate

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

PERSONNEL IF REQUIRED:

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

NEW OR RENEWAL:

NEW

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

BID FORM

The undersigned, having fully familiarized him/herself with all the bid documents, specifications, terms and conditions of the IFB, hereby proposes to furnish Fire Alarm Repairs at the Nazareth Building at the following price:

\$ 54,933.00 TOTAL COST

IF APPLICABLE, CHECK ALL THAT APPLY BELOW:

I acknowledge receipt of Addendum #1 N/A

I acknowledge receipt of Addendum #2 "

I acknowledge receipt of Addendum #3 "

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have not communicated with, nor otherwise colluded with any other bidder, nor have I made any agreement with, nor offered or accepted anything of value from an official or employee of the County of Kalamazoo that would tend to destroy or hinder free competition.

SIGNED Chad Hunt NAME CHAD HUNT
(PRINT)

TITLE President/owner DATE 2.5.13

FIRM NAME Hi-TECH Electric Co. PHONE 269-323-1111

ADDRESS 839 Levox Portage MI 49024
(STREET) CITY STATE ZIP

Please provide the following information:

44 Total number of employees

37 Number of employees that live in Kalamazoo County

7 Number of employees that live in counties contiguous to Kalamazoo County (Allegan, Barry, Branch, Calhoun, Cass, St. Joseph and Van Buren counties)