
BOARD OF
COMMISSIONERS'
MEETING



March 7, 2017

**NOTICE AND AGENDA FOR
MARCH 7, 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, March 7, 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. Workforce Development Presentation

CONSENT AGENDA

Circuit Court

- B. Request for Approval of Statement of Work with Presidio

Health & Community Services

- C. Request for Approval of the Community Healthcare Assessment Program (CHAP) and Amendment #1 with Kalamazoo Mental Health (KCMH) and United Way of the Battle Creek & Kalamazoo Region
- D. Request for Approval of Grant Agreement with the Michigan Department of Health & Human Services (MDHHS) and Accept Grant Award from Michigan Public Health Institute (MPHI)
- E. Request for Approval of DOE13-39015-3 Weatherization Subcontract Agreements
- F. Request for Approval of Household Hazardous Waste (HHW) Amendment #1 with Vicksburg Village and Climax Village

Sheriff

- G. Request for Approval of an Agreement with AVI Systems, Inc. to Purchase a Server to be Utilized for the Cellblock 2 Classroom Programming
- H. Request for Approval to Submit the 2017 Marne Safety Grant Application to the Michigan Department of Natural Resources (MDNR)
- I. Request for Approval of Civil Process Services Contract Extension with Karen B. Hencken Process Service

Board of Commissioners

- J. Request for Approval of Transfers and Disbursements
- K. Request for Approval of Appointment to Board of Public Works
- L. Request for Approval of Land Swap Negotiated Agreement and Begin the Process to

Hire an Owners Representative

NON-CONSENT AGENDA ITEMS

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

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

Dina Sutton

Dina Sutton
Office Manager for Administrative Services

MARCH 1, 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 MEETING OF: March 7, 2017****DEPARTMENT: 9th Circuit Court****PREPARED BY: Justin J. Clark****SUBJECT: Michigan Avenue Courthouse Security System Statement of Work****SPECIFIC ACTION REQUESTED:**

The Circuit Court requests Board approval and signature of the attached Statement of Work (SOW) prepared by Presidio. This SOW outlines the 2017 Michigan Avenue Courthouse security system upgrade. Funding for this project was previously approved by the CIP Committee for the 2017 fiscal year.

DESCRIPTION OF ACTION (dollar amount, purpose):

The SOW summarizes the scope of work that is to be completed by Presidio during the project. It defines the responsibilities of Presidio and Kalamazoo County. The document includes the terms and conditions that govern the agreement between the parties. The project will replace the security system servers and system computers which have reached their end of life. It will also transition the system's software from OnSSI to Avigilon.

The cost of the software upgrade and equipment replacement is \$39,850.00. The CIP Committee approved \$40,000.00 for the project.

TIME FRAME OF ACTION:

The upgrade and replacement will be scheduled at the earliest available date after the SOW has been signed and returned to Presidio. The project will most likely be scheduled for March or April 2017.

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

Local, General Fund

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL OR AMENDMENT:

This is a new Statement of Work.

ANY OTHER PERTINENT INFORMATION:

Previously, purchase order PUR-011252 and PUR-011253 were issued to schedule the work to be completed described in Presidio's quote. Presidio changed their business process, and now require a signed SOW before they can schedule work on the project.

PROCUREMENT INFORMATION:

Funding for this project was approved by the CIP Committee for the 2017 fiscal year.

CONTACT PERSON WITH PHONE NUMBER:

Suzanne M. Darling, Circuit Court Administrator
Phone Number: (269) 383-8928
Email: SMDarl@kalcounty.com

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** March 7, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James Rutherford, MPA, Health Officer/Director**SUBJECT:** **APPROVAL OF THE COMMUNITY HEALTHCARE ASSESSMENT PROGRAM AND ASSOCIATED CONTRACTS WITH KALAMAZOO COMMUNITY MENTAL HEALTH AND UNITED WAY OF THE BATTLE CREEK & KALAMAZOO REGION****SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of the department's participation in the Community Healthcare Access Program (CHAP) and of the associated agreements with Kalamazoo Community Mental Health (KCMH) and United Way of the Battle Creek & Kalamazoo Region (United Way).

DESCRIPTION OF ACTION (dollar amount, purpose):

CHAP is a population-based approach to improving health outcomes, raising the quality of care and reducing the healthcare costs for eligible Kalamazoo County residents. Eligible Medicaid outreach activities that are consistent with the scope of the CHAP, and as approved by the Centers for Medicare and Medicaid Services, are eligible for reimbursement. CHAP funding is only available to local health departments, so HCS will partner with the United Way to match the State funding available and to serve as a "pass-thru" entity for service reimbursement for KCMH. This partnership will ensure reimbursement for care provided is received and that KCMH may continue to provide needed Medicaid outreach activities to the Kalamazoo community.

TIME FRAME OF ACTION:

The Board approved the original contract period of May 1, 2016 through September 30, 2016. The Amendment #1 period is for October 1, 2016 through September 30, 2017.

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

No County funds are required as a result of this action. Funding is comprised of 50% (\$30,640.00) from the Michigan Department of Health and Human Services through the Comprehensive Agreement and 50% (\$30,640.00) from United Way. Funding is not to exceed a total of \$61,280.00 to KCMH.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal – Amendment #1

ANY OTHER PERTINENT INFORMATION:

HCS is requesting to waive indirect costs in relation to this funding as all services and outreach are to be performed by KCMH staff.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Kristin Tekiele, Deputy Director – Financial Management & Administration, at 269-373-5254 or kmteki@kalcounty.com.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** March 7, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James Rutherford, MPA, Health Officer/Director**SUBJECT:** **APPROVAL OF GRANT AGREEMENT AND ACCEPTANCE OF AWARD FROM TO THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES (MDHHS) AND MICHIGAN PUBLIC HEALTH INSTITUTE (MPHI)****SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of a grant agreement with the Michigan Department of Health and Human Services (MDHHS) and Michigan Public Health Institute (MPHI) and acceptance of grant award for the MI PHAB Accreditation Readiness Mini-Grant Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

This grant will help to support a collaborative group (other local health departments of SW Michigan region) that is focused on planning for, hosting and facilitating a regional quality improvement training series. This would be a public health specific quality improvement training series for staff from local health departments in southwest Michigan. Through cross-jurisdictional sharing initiatives this collaborative body has formed with a priority of creating training opportunities that are interactive, hands-on, and relevant to day to day work of department staff and to public health services provided to our communities. Additionally, these trainings will be offered in geographic locations that require minimal travel and time away from the office for staff, but would provide increased knowledge for public health specialized quality improvement techniques and activities.

TIME FRAME OF ACTION:

The Board approved the submission of a grant proposal on February 7, 2017. The grant period is March 1, 2017 through August 31, 2017. The County grant application form was completed in advance of grant proposal submission.

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

Funding is awarded from the Michigan Department of Health and Human Services (MDHHS) by way of the Michigan Public Health Institute (MPHI) in the amount of \$10,000. No County general funds are requested as a result of this action.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

All works have and will continue to better positioned the department to achieve national accreditation as well as provide further support to the Department's focus of addressing needs and promoting health for all residents of Kalamazoo County.

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

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

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** March 7, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James Rutherford, MPA, Health Officer/Director**SUBJECT: APPROVAL OF DOE13-39015-3 WEATHERIZATION
SUBCONTRACTOR AGREEMENT****SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of Weatherization subcontractor agreements for the period of March 1, 2017 through April 30, 2018 with the entities listed below. The original agreements were approved by the Board on 5.17.2016.

Subcontract Agreements with:

- Athena Construction – Quality Control Inspector
- Community Homeworks – HVAC
- Scotland Heating & A/C, LLC - HVAC

DESCRIPTION OF ACTION:

These subcontract agreements will provide quality weatherization work to for the DOE 2016-2017 program year. These are a result of the grant award, DHS DOE13-39015, previously accepted by the Board of Commissioners.

TIME FRAME OF ACTION:

The contract is effective March 1, 2017 through April 30, 2018.

FUNDING SOURCE

No County general funds are required. Funding is from the DHHS grant award DOE13-39015 (U.S. Department of Energy through the Michigan Department of Health and Human Services).

PERSONNEL:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

There are no issues or concerns.

PROCUREMENT INFORMATION:

County Purchasing Policy was followed. The subcontractors listed above submitted a successful RFQ to the HCS – Community Action Agency.

CONTACT PERSON WITH PHONE NUMBER:

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

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** March 7, 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. Vicksburg Village | \$650.00 |
| 2. Climax Village | \$700.00 |

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 or vjohn@kalcounty.com.

Lynne Norman, Deputy Director – Health Services, at 373-5237 or ldnorm@kalcounty.com.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 7, 2017

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Cellblock 2 Classroom Program through the use of Local Corrections Officers Training Fund

SPECIFIC ACTION REQUESTED:

Approval of an agreement with AVI Systems, Inc in the amount of \$17,300.00 from the Local Corrections Officers Training Fund to be used to purchase a server for the Cellblock 2 Classroom inmate program.

DESCRIPTION OF ACTION (dollar amount, purpose):

The jail division is replacing the entire inmate education programming that is broadcast on the jail television system. Included is a server replacement that will be able to handle all programming at a price of \$17,251.67

TIME FRAME OF ACTION:

Upon approval

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

Fund 263 Local Corrections Officers Training Fund – Fund balance

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL OR AMENDMENT:

NA

ANY OTHER PERTINENT INFORMATION:

The Sheriff's Office is partnering with Public Media Network of Kalamazoo to provide the Cellblock 2 Classroom programming. This will be a significant improvement to the educational and informative presentations made to the inmates to improve their lifestyles.

PROCUREMENT INFORMATION:

The server procurement is coordinated with the Public Media Network as a partner of this program and has been reviewed by the County IS Department.

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff ph: 385-6176

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 7, 2017

DEPARTMENT: Sheriff's Office

PREPARED BY: Terra Mickolatcher, Financial Administrator

SUBJECT: Approve applying for the 2017 Marine Safety Grant

SPECIFIC ACTION REQUESTED:

Approve applying for the 2017 Marine Safety Grant application

DESCRIPTION OF ACTION (dollar amount, purpose):

Grant submission request in the amount of \$109,192.00 for Marine Patrol of County lakes and waterways throughout 2017

TIME FRAME OF ACTION:

January 1st-September 30th

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

Federal

PERSONNEL IF REQUIRED:

Utilization of existing of Sheriff's Office Special Marine Sgt. Todd Meyers & nine (9) part-time Marine officers

NEW OR RENEWAL OR AMENDMENT:

CFDA#97.012
Grant #MS17-062
Renewal

ANY OTHER PERTINENT INFORMATION

This is an annual submission through an online application program, whereas-the County matches a portion of this programming cost. The Marine grant program includes many elements such as: boating safety, monitoring waterways, and patrolling.

CONTACT PERSON WITH PHONE NUMBER: Terra Mickolatcher ph: 383-8763

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: March 7, 2017

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Continuance of Civil Process Services contract

SPECIFIC ACTION REQUESTED:

Approve the continuance of the civil process services contract for one year.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Sheriff's Office contracts for civil process services which includes evictions, foreclosure sales and civil court document service.

TIME FRAME OF ACTION:

July 1, 2017 through June 30, 2018

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

NA

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL OR AMENDMENT:

Continuation

ANY OTHER PERTINENT INFORMATION:

The original contract was approved in 2014 for three years with two one-year options to extend the agreement. This is the first of the two extensions. The Sheriff's Office notes that the service provided by Karen B. Hencken Process Service has been outstanding and recommend the contract option to extend the agreement for an additional year be approved.

PROCUREMENT INFORMATION:

NA

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff ph: 385-6176



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Commissioners

FROM: Dina Sutton

DATE: February 23, 2017

SUBJECT: Board of Public Works Appointment

The Board Appointment Committee is recommending the appointment of Ms. Corina Hilbert to the Board of Public Works for a term commencing January 1, 2107 through December 31, 2019.

Thank you for your consideration.