



**Board of
Commissioners'
Meeting**

April 1, 2014

**NOTICE AND AGENDA FOR
APRIL 1, 2014 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, April 1, 2014, 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 Resolution Declaring April Child Abuse Prevention Month
- B. Request for Approval of Resolution Declaring April Parliamentary Law Month

CONSENT AGENDA

Health & Community Services

- C. Request for Approval of Medical Examiner Services Agreement with Western Michigan University Homer Stryker M.D. School of Medicine
- D. Request for Approval to Accept Two Statement of Grant Awards from the Michigan Office of Services to the Aging (OSA)
- E. Request for Approval of an Agreement with Area Agency on Aging region IV
- F. Request for Approval to Designate Michigan State Housing Development (MSHDA) Authorized Official & Certifying Environmental Review Officer for the Community Development Block Grant (CDBG)
- G. Request for Approval of Creation of Position in the Nurse Family Partnership (NFP) Program (Grant Funded)
- H. Request for Approval of Elimination of Positions (House Keeping)

Human Resources

- I. Request for Approval of Kalamazoo County Employee Welfare Benefit Plan Document and Summary Plan
- J. Request for Approval of Business Associate Contract with Zywave, Inc.

Sheriff

- K. Request for Approval of Renewal of Intergovernmental Funding Agreement with Van Buren County

Treasurer

- L. Request for Acknowledgement of Deed In Lieu of Foreclosure - Vicksburg Mill Property

Board of Commissioners

- M. Request for Approval of Transfers and Disbursements
- N. Request for Approval of a Contract with Humanergy for E911 Dispatch Consolidation Services
- O. Request for Approval to Appoint Joshua Jacobs as Acting Public Health Officer
- P. Request for Approval to Appoint Tammy Lahman to the Kalamazoo County Health Plan Board of Directors
- Q. Request for Approval of Appointments/Reappointments to the Kalamazoo Metropolitan County Planning Commission

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 26, 2014

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



Kalamazoo County

Health & Community Services

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

DATE: April 1, 2014
TO: County Board of Commissioners
FROM: Linda Vail, Director/Health Officer
RE: ITEMS FOR YOUR CONSIDERATION

A. MEDICAL EXAMINER SERVICES AGREEMENT WITH WESTERN MICHIGAN UNIVERSITY HOMER STRYKER M.D. SCHOOL OF MEDICINE

ACTION REQUESTED

HCS Administration requests Board approval of a Services Agreement with Western Michigan University Homer Stryker M.D. School of Medicine (WMed) who will provide Medical Examiner Services for Kalamazoo County for the period of May 1, 2014 to April 30, 2018.

DESCRIPTION OF SUBJECT

Kalamazoo County is required, by state law, to provide and comply with provisions regarding medical examiner services for Kalamazoo County and to appoint a Medical Examiner and Deputy Medical Examiners to fulfill the duties as outlined in state law. HCS Administration asks that the following Medical Examiner Officer staff be appointed:

Dr. Joyce L. deJong, D.O., as Chief Medical Examiner,
 John A. Bechinski, D.O. as Deputy Medical Examiner,
 Philip R. Croft, M.D. as a Deputy Medical Examiner,
 Joseph A. DelTondo, D.O. as Deputy Medical Examiner,
 Elizabeth A. Douglas, M.D., D-ABP as a Deputy Medical Examiner,
 Michael A. Markey, M.D. as a Deputy Medical Examiner, and
 Brandy Shattuck, M.D. as a Deputy Medical Examiner

HCS will oversee the contract, vendor interactions, and will monitor performance and assure appropriate communications are maintained. WMed will be paid \$333,820 for the remainder of 2014, \$507,250 for 2015, \$518,470 for 2016, \$530,100 for 2017 and \$189,375 for four months of 2018. Pricing amounts for each year include Medical Examiner Investigation requirements and needs, Body Transport and Medical Examiner Office Administration needs.

RELATIONSHIP TO GOALS

Through this agreement, the Kalamazoo County Medical Examiner's Office will help to further the HCS goal to improve the overall health of the community by reducing preventable disabilities and deaths.

FUNDING SOURCE

The funding for this contract comes from the County General Fund.

PERSONNEL

All personnel for the Medical Examiner Office will be provided by WMed under this contractual agreement.

PROCUREMENT

County procurement policies were followed in the acquisition of Medical Examiner services. WMed has been awarded the contract through their successful proposal submission in response to the HCS RFP, which was issued through County Purchasing on January 15, 2014.

ISSUES/CONCERNS

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

B. ACCEPTANCE OF TWO STATEMENT OF GRANT AWARDS FROM THE MI OFFICE OF SERVICES TO THE AGING (OSA) TO THE KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES DEPARTMENT, REGION IIIA AREA AGENCY ON AGING

ACTION REQUESTED

HCS Administration requests Board approval to accept Statement of Grant Award (SGA) 2014-#6 from the MI Office of Services to the Aging (OSA) in a total amount of \$688,246 for the period of October 1, 2013 through September 30, 2014. The second SGA 2014-#1 is for CMP funding of Long-Term Care Ombudsman (LTC) services in the amount of \$25,000 and is for the period of March 10, 2014 to September 30, 2014.

DESCRIPTION OF SUBJECT

Statement of grant award 2014-#6 authorizes spending federal administrative and service funds for Fiscal Year 2014. The LTC Award #1 will allow for assistance to local ombudsmen in regions served. Acceptance of these funds allows for the continued provision of a range of services provided by the AAIIIA and community partners, designed to help older persons remain independent in their own homes and communities, along with assisting residents in licensed long-term care facilities with concerns about care and quality of life issues.

RELATIONSHIP TO GOALS

The acceptance of this funding will further the Department's goal 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

The funding represents allocations from the Older Michiganian's Act and Older American's Act through the MI Office of Services to the Aging. These awards bring total funding to date to \$1,455,698.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES AND CONCERNS

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

C. APPROVAL OF AGREEMENT BETWEEN THE AREA AGENCY ON AGING REGION IV AND THE HEALTH & COMMUNITY SERVICES DEPT./REGION IIIA AREA AGENCY ON AGING FOR MIPPA BENEFICIARY OUTREACH AND ASSISTANCE SERVICES

ACTION REQUESTED

HCS Administration requests Board approval to approve the agreement between the Region IV Area Agency on Aging and the Health & Community Services Department, Region IIIA Area Agency on Aging, for the purpose of providing outreach and education and enrolling low income beneficiaries in Medicare Savings Programs, effective February 4, 2014 and continuing through September 29, 2014.

DESCRIPTION OF SUBJECT

The purpose of the agreement is to contract with AAIIIA to provide outreach and education to increase the numbers of older adults and younger people with disabilities enrolled in Medicare Part D, Medicare Part D Low income Subsidy Program and Medicare Savings Program, under the Medicare Improvements for Patients and Provides Act (MIPPA). The AAIIIA will be paid \$100.00 per successfully completed MIPPA enrollment as funds are available, and will also receive \$2,800 for outreach activities.

RELATIONSHIP TO GOALS

This program addresses 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

Funding is from federal sources with no local funds necessary for the project.

PROCUREMENT

Not applicable.

ISSUES AND CONCERNS

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

D. DESIGNATION OF MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY (MSHDA) AUTHORIZED OFFICIAL AND THE CERTIFYING ENVIRONMENTAL REVIEW OFFICER FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT

ACTION REQUESTED

HCS Administration requests the County Board to designate the Acting Public Health Officer and Deputy Director of Health and Community Services, Joshua Jacobs, as an authorized official to sign and submit CDBG/MSHDA grant related documents and as the Environmental Review Certifying Officer for all CDBG/MSHDA funds on behalf of the governing board to MSHDA.

DESCRIPTION OF SUBJECT

The CDBG grant allows for the rehab of 6 low-income homes and emergency repairs on 9 additional units.

This action allows for the appointment of Joshua Jacobs, the Acting Public Health Officer and Deputy Director of Health and Community Services, as the new official due to the departure of Linda Vail. The designated official will be authorized to electronically submit grant related reports, forms, and other documents to MSHDA on behalf of the CBOC.

The Certifying Environmental Review Officer ensures that an environmental review has been completed and that the federal standards have been met for rehabilitation work.

RELATIONSHIP TO GOALS

This award will allow the HCS – Community Action Agency to complete 6 CDBG Rehabilitation projects on low income housing within the County of Kalamazoo and additionally provide emergency repairs on 9 low income units.

FUNDING SOURCE

There are no County funds associated with this request. All funding for the CDBG Program is from the Michigan State Housing Development Authority and is designated for the specific purpose of rehabilitation of low income housing.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES AND CONCERNS

There are no issues or concerns. If you have any questions, please contact Amber Leverette, Housing & Neighborhoods Coordinator, 373-5101 or arleve@kalcounty.com.

E. REQUEST TO CREATE .20 FTE IN THE NURSE FAMILY PARTNERHSHIP (NFP) PROGRAM

ACTION REQUESTED

HCS Administration requests Board approval to create a .20 FTE Program Representative in the Nurse Family Partnership (NFP) Program.

DESCRIPTION OF SUBJECT

This FTE increase will allow additional time to be dedicated to Continuous Quality Improvement (CQI) data entry. The program representative currently works 20 hours per week and would work an additional 8 hours per week through September 30, 2014 to meet the demands of the data entry activities for this project.

RELATIONSHIP TO GOALS

The NFP program is an evidenced-based program to yield certain benefits for low-income, first-time mothers and their children. The program benefits are to develop behaviors that enable mothers to have healthier pregnancies, be better parents, have emotionally and physically healthier children, and attain greater economic self-sufficiency.

FUNDING SOURCE

No County general funds are required as a result of this request. The additional funds are provided through the Michigan Department of Community Health Comprehensive Planning and Budget Contract. The CQI grant funding expires September 30, 2014.

PERSONNEL

The following position creation is requested effective 5/5/14 – 9/30/14:

Create:

<u>Account</u>	<u>Title/Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
304-130	Program Representative # 10883-001	.20	K4	\$5,200-\$7,022	5/5/14

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please Deb Lenz, Maternal and Child Health Division Manager at 373-5024 or at dllenz@kalcounty.com

F. APPROVAL TO ELIMINATE POSITIONS IN THE HEALTH & COMMUNITY SERVICES DEPARTMENT

ACTION REQUESTED

HCS Administration requests Board approval to eliminate 2.0 FTE positions as a housecleaning item; reconciling funded FTEs with authorized FTEs.

DESCRIPTION OF SUBJECT

On a periodic basis, HCS brings position action requests to the Board for housekeeping or accounting purposes. With this action, HCS is requesting the elimination of 2.0 vacant positions. This action will reconcile funded FTEs with authorized FTEs.

RELATIONSHIP TO GOALS

This action does not relate to a specific HCS goal.

FUNDING SOURCE

Not applicable.

PERSONNEL

The following position actions are requested:

Eliminate:

Account #	Title/Position #	FTE	Grade	Salary	Effective
305-130	Immunization Registry Coordinator # 10766-004	1.0	K7	\$35,235-\$47,569	Immediately
280-139	Social Worker #10743-003	.40	K7	\$14,094 - \$19,027	Immediately
690-005	Social Worker #10743-003	.40	K7	\$14,094 - \$19,027	Immediately
690-005	Social Worker #10743-010	.20	K7	\$7,047 - \$9,513	Immediately

PROCUREMENT

There is no procurement associated with this issue.

ISSUES/CONCERNS

There are no issues or concerns. Please direct questions to Tamara Lahman, HCS Deputy Director - FMS at 373-5257 or talahm@kalcounty.com.



Human Resources Department

201 West Kalamazoo Avenue, Ste 202 • Kalamazoo, Michigan 49007-3777
Phone: (269) 383-8998 • Fax: (269) 384-8099
An Equal Opportunity Employer

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 1, 2014

DEPARTMENT: Human Resources

PREPARED BY: Kelly Ball, Human Resource Director *KBall*

SUBJECT: Kalamazoo County Employee Welfare Benefit Plan Document and Summary Plan Descriptions

SPECIFIC ACTION REQUESTED: Approval of the Employee Welfare Benefit Plan Document and Summary Plan Descriptions for both KalFlex employees and union employees at the Sheriff's Office.

DESCRIPTION OF ACTION: The outside legal firm of Mika Meyers Beckett & Jones PLC prepared the Employee Welfare Benefit Plan and two Summary Plan Descriptions (SPD) for Kalamazoo County active employees. The Welfare Benefit Plan document does require signature from the Board. The SPDs are for review only.

All three documents will be provided employees via Employee Information and Forms for their further understanding of the County's benefit plans. We will continue to offer the specific plan documents to employees as well. These documents serve as "wrap" documents for employees to have one quick overview of all benefit plans.

It was recommended by outside legal counsel that all 3 documents be prepared, approved and available to employees.

FUNDING SOURCE: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: Staff recommends approval; documents were prepared by outside legal counsel in cooperation with the Human Resources Department; documents have been reviewed by Finance and Corporation Counsel.

CONTACT PERSON AND PHONE NUMBER: Kelly Ball, 384-8100, or coball@kalcounty.com; Jean Michaud, 383-8953, or jimmich@kalcounty.com



Human Resources Department

201 West Kalamazoo Avenue, Ste 202 • Kalamazoo, Michigan 49007-3777

Phone: (269) 383-8998 • Fax: (269) 384-8099

An Equal Opportunity Employer

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 1, 2014

DEPARTMENT: Human Resources

PREPARED BY: Kelly Ball, Human Resource Director *KBall*

SUBJECT: **Business Associate Contract**

SPECIFIC ACTION REQUESTED: Approval of the Business Associate Contract with Zywave, Inc.

DESCRIPTION OF ACTION: Previously, this Board approved an agreement to release claims data to our broker, Nulty Insurance, from Blue Cross Blue Shield. In this previously approved agreement, a consulting group named Zywave was also going to obtain the claims data to run/analyze the data for Nulty for review and comparison. The data is then supplied to Kalamazoo County in aggregate data only, once it has been appropriately analyzed by Zywave and Nulty.

The second, and final, step of this process is to obtain approval of a Business Associate Contract between Kalamazoo County Government and Zywave, Inc. Once this contract has been approved, Nulty will work with Zywave in order to benchmark, analyze and cost compare our plans with other like plans to ensure we are continuing to provide appropriate insurance coverage to our employees and retirees. Both Nulty and Zywave will be able to ascertain the financial impact of any future plan changes to our insurance offerings, by inserting our claims data into their plan modeling tool.

FUNDING SOURCE: Employee Benefit Fund

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: Staff recommends approval; applicable documentation has been reviewed by Finance and Corporate Counsel.

CONTACT PERSON AND PHONE NUMBER: Kelly Ball, 384-8100, or coball@kalcounty.com; Jean Michaud, 383-8953, or jmmich@kalcounty.com

K.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 1, 2014

DEPARTMENT: Emergency Management

PREPARED BY: Undersheriff Paul Matyas

SUBJECT: Renewal of Intergovernmental Funding Agreement between Kalamazoo County and Van Buren County for grant year 2013.

SPECIFIC ACTION REQUESTED: Kalamazoo County Board of Commissioners renew the agreement with Van Buren County to serve as the Fiduciary for fiscal year 2013 Homeland Security Grant.

DESCRIPTION OF ACTION (dollar amount, purpose): The dollar amount will be determined based on equipment and products purchased over the next grant cycle. This agreement allows funding reimbursement between the two counties for those purchases.

TIME FRAME OF ACTION: Effective until May 31, 2018.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): This is for Federal Homeland Security funds that are dispersed to the state of Michigan and then to Kalamazoo County through our regional fiduciary Van Buren County.

PERSONNEL IF REQUIRED: None

NEW OR RENEWAL: Renewal

ANY OTHER PERTINENT INFORMATION: This is the same agreement that has been renewed for several years. It is a continuation of dispersing federal funds down to the local jurisdiction supporting communities in disaster and terrorism prevention and response.

The term Regional refers to the Michigan State Police 5th District which covers the 9 counties in Southwest Michigan.

PROCUREMENT INFORMATION: All procurement follows Kalamazoo County purchasing procedures.

CONTACT PERSON WITH PHONE NUMBER: Undersheriff Paul Matyas 385-6176 or Patrick Wright, OEM Director



Peter Battani, County Administrator
201 West Kalamazoo Avenue • Kalamazoo, Michigan 49007
Phone: (269) 384-8111 • Fax: (269) 384-8032

To: Board of Commissioners
From: Peter Battani 
Date: March 10, 2014
Re: Facilitation Services

Since the completion of the LR Kimball consolidation plan last year, I have been facilitating meetings of the Next Generation 911 Dispatch Steering Committee's work. With the support of the Steering Committee, we have need for an outside facilitator to guide us through the work we will need to accomplish this year with the establishment of an Authority and the consideration of a phone surcharge. Transit consolidation has made great progress over the last two years with the work of an outside facilitator. We believe we will need the assistance of an outside facilitator until such time as an Authority Director is hired.

We have identified Mr. David Wheatley of Humanergy to provide facilitation services. He has provided us with an initial agreement of estimated time and costs for his work. Please see the attached agreement. He has provided us a quote of \$7,700, plus travel expenses for his work. At the first meeting in April, we will have a contract for your review and approval. The members of the Steering Committee have agreed to share the costs of this contract on the same cost-share basis as we have shared other costs to date.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** April 1, 2014**DEPARTMENT:** Health & Community Services**PREPARED BY:** John Faul**SUBJECT:** Acting Public Health Officer**SPECIFIC ACTION REQUESTED:**

Appoint Joshua Jacobs, currently Deputy Public Health Officer as acting Public Health Officer effective April 4, 2014 for a period not to exceed October 4, 2014.

DESCRIPTION OF ACTION (dollar amount, purpose):

The State requires us to have a designated Public Health Officer. Linda Vail resigned from this position effective April 4, 2014. In order to meet the State requirements, the Board must make this appointment concurrent with her departure. Mr. Jacobs meets the State's requirements to hold this position. Upon the Board appointment and notice to the State of the Appointment, the State will provide their confirmation.

TIME FRAME OF ACTION:

April 4, 2014 to October 4, 2014.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): No new funds**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 in personnel

NEW OR RENEWAL: New**ANY OTHER PERTINENT INFORMATION:**

A long term succession plan for this position is being developed and will be shared with the Board in a separate communication as soon as it is completed.

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: John Faul, jmfaul@kalcounty.com, 384-8111

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 1, 2014

DEPARTMENT: Administration

PREPARED BY: John Faul

SUBJECT: Kalamazoo County Health Plan, Board of Directors

SPECIFIC ACTION REQUESTED:

Appoint Tammy Lahman, Deputy Director – Finance, Health & Community Services as Special Representative of the Kalamazoo County Health Plan Board of Directors to replace Ms. Linda Vail who has resigned from Kalamazoo County Government.

DESCRIPTION OF ACTION (dollar amount, purpose):

In accordance with Article IV of the Kalamazoo County Health Plan Board By-Laws, Kalamazoo County Government is one of eight entities to be represented through designation of an individual to serve as Special Representative on the Board. Ms. Vail is resigning from the Kalamazoo County Government effective April 4, 2014. Consequently, it is recommended that Tammy Lahman, Deputy Director- Finance, Health & Community Services/Kalamazoo County Public Health Officer be appointed to fill the vacancy.

TIME FRAME OF ACTION:

Immediate

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): Not

applicable

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)

Not applicable

NEW OR RENEWAL: Renewal

ANY OTHER PERTINENT INFORMATION: None

PROCUREMENT INFORMATION: None

(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: John Faul, 384-8111



John Faul, Deputy County Administrator

201 West Kalamazoo Avenue • Kalamazoo, Michigan 49007

Phone: (269) 384-8111 • Fax: (269) 384-8032

March 24, 2014

Ms. Eileen Chang
Family Health Center, Inc.
117 W. Paterson Street
Kalamazoo, MI 49007

Dear Ms. Chang:

In accordance with Article IV of the Kalamazoo County Health Plan Board By-Laws, Kalamazoo County Government is one of seven entities to be represented through designation of an individual to serve as a Special Director on the Board. Linda S. Vail was designated as the Special Director and has served on the Board since 2011. Ms. Vail will no longer be working for Kalamazoo County Government effective April 4, 2014.

Being that Linda S. Vail will no longer be an employee of Kalamazoo County, Kalamazoo County Government no longer wishes her to be the designated Special Director representing our entity. We do, however, wish to continue our right to designate a Special Director representing Kalamazoo County Government.

This letter serves as notification that, effective immediately, Kalamazoo County Government designates Tammy Lahman, Deputy Director - Finance, Kalamazoo County Health and Community Services as the Special Director representing our entity. Please let me know if you have any questions or require any further information or communication.

Sincerely,

John Faul
Deputy County Administrator

C: Tammy Lahman
Mary Wunderlin

K:\JOHN\HCS\PublicHealth\KCHP - Designation Letter.docx



Q.

ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Commissioners
FROM: Tina Becker
DATE: March 19, 2014
SUBJECT: Board Action – Planning Commission Appointment & Reappointments

The Board Appointments Committee recommends the following appointment and reappointments to the Planning Commission:

Appoint for a 3 year term commencing 04/01/2014 and ending 03/31/2017

- Joseph Hohler

Reappoint for a 3 year term commencing 04/01/2014 and ending 03/31/2017

- Jack Mekemson (current Vice Chair) – has served since 1997
- Jonathon Start – has served since 2005
- Neil Sikora (current Chair) – has served since 2010