
BOARD OF COMMISSIONERS' MEETING



April 3, 2018



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD OF COMMISSIONERS

NOTICE AND AGENDA FOR

April 3, 2018

PLEASE TAKE NOTICE that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, April 3, 2018 at 7:00 PM** 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

CONSENT AGENDA ITEMS

Finance

- A. Request for Approval of Position Budget Transfers

Office of Community Corrections

- B. Request for Approval for Community Corrections to Submit Grant Application to the Michigan Department of Corrections for FY19 Funding

Sheriff

- C. Request for Approval of the 2018 Marine Grant Safety Program through the Michigan Department of Natural Resources (DNR)
- D. Request for Approval to Accept Grant from the State of Michigan for Michigan Medical Marijuana Operation and Oversight

Board of Commissioners

- E. Request for Approval of Disbursements
- F. Request for Approval of Appointments to the Kalamazoo County Transportation Authority

- G. Request for Approval of Statewide Rapid Response Allocations for Customer Relationship Management (CRM) for Program Year 2017
- H. Request for Approval of Resolution to Build a Trauma Informed, Resilient, and Healthy Kalamazoo County

NON-CONSENT AGENDA ITEMS

ITEM 9 OLD BUSINESS

ITEM 10 NEW BUSINESS

- A. Request for Approval of a 90 day Temporary Employee

ITEM 11 COUNTY ADMINISTRATOR'S REPORT

ITEM 12 MEMBERS' TIME

ITEM 13 VICE CHAIRPERSON'S REPORT

ITEM 14 CHAIRPERSON'S REPORT

ITEM 15 ADJOURNMENT

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:

KALAMAZOO COUNTY GOVERNMENT | 201 West Kalamazoo Avenue | Kalamazoo, Michigan 49007 | (269)384-8111



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 3, 2018
DEPARTMENT: Finance
PREPARED BY: Tim Meeker, Finance Director
SUBJECT: Request for Approval of Position Budget Transfers

SPECIFIC ACTION REQUESTED:

Request for Approval of Position Budget Transfers

DESCRIPTION OF ACTION (dollar amount, purpose):

Request for Approval of Position Budget Transfers due to restructuring of positions within Human Resources, Finance and Health & Community Services Departments.

There is no budgetary impact to these adjustments.

TIME FRAME OF ACTION:

The Human Resource Specialist position changes are requested to be effective 4/3/18 and the remaining position changes are requested to be effective 7/7/18.

FUNDING SOURCE & BUDGET CHANGES:

Budget Changes:

Account Name	Account Number	Increase/Decrease	Amount
Salary	221-222-704.00	Decrease	\$36,400.00
Fringe Benefits	221-222-710.00	Decrease	\$13,400.00
Salary	101-613-704.00	Decrease	\$181,000.00
Fringe Benefits	101-613-710.00	Decrease	\$66,100.00
Operating Expenses	221-222-849.00	Decrease	\$1,100.00
Operating Expenses	101-613-730.00	Decrease	\$5,300.00
Salary	101-226-704.00	Increase	\$36,400.00
Fringe Benefits	101-226-710.00	Increase	\$13,400.00
Salary	101-223-704.00	Increase	\$181,000.00
Fringe Benefits	101-223-710.00	Increase	\$66,100.00

Operating Expenses	101-226-730.00	Increase	\$1,100.00
Operating Expenses	101-223-730.00	Increase	\$5,300.00

PERSONNEL IF REQUIRED:

ELIMINATION:

Fund & Activity	Position #	Position Title	Band	FTE	Salary Range	Effective Date
101-226	10172-001	Employee Relations Specialist	K08	1.0	\$48,214- \$59,197	4/3/2018
101-226	10916-001	Recruitment & Hiring Specialist	K08	1.0	\$48,214- \$59,197	4/3/2018
101-226	10059-001	Payroll/Compensation Specialist	K08	1.0	\$48,214- \$59,197	4/3/2018
101-226	10239-001	Benefits Specialist	K08	1.0	\$48,214- \$59,197	4/3/2018
221-222	10891.001	Health Equity Coordinator	K09	1.0	\$52,686- \$64,667	4/3/2018
101-613	10133-001	Claims Analyst	K05	1.0	\$34,590- \$42,452	7/7/2018
101-613	10211-001	Deputy Director-Financial Mgt & Admin	K12	1.0	\$72,363- \$88,774	7/7/2018
101-613	10310-001	Financial Systems Supervisor	K10	1.0	\$57,803- \$70,928	7/7/2018
101-613	10407-001	HCS Purchasing Coordinator	K05	1.0	\$34,590- \$42,452	7/7/2018
101-613	10765-001	Senior Financial Analyst	K07	1.0	\$41,704- \$51,230	7/7/2018
101-613	10765-003	Senior Financial Analyst	K07	1.0	\$41,704- \$51,230	7/7/2018
101-613	10765-005	Senior Financial Analyst	K07	1.0	\$41,704- \$51,230	7/7/2018

CREATION:

Fund & Activity	Position #	Position Title	Band	FTE	Salary Range	Effective Date
101-226	10938-002	Human Resources Specialist	K08	1.0	\$48,214- \$59,197	4/3/2018
101-226	10938-003	Human Resources Specialist	K08	1.0	\$48,214- \$59,197	4/3/2018
101-226	10938-004	Human Resources Specialist	K08	1.0	\$48,214- \$59,197	4/3/2018
101-226	10938-005	Human Resources Specialist	K08	1.0	\$48,214- \$59,197	4/3/2018
101-226	10938-006	Human Resources Specialist	K08	1.0	\$48,214- \$59,197	4/3/2018
101-223	10133-001	Claims Analyst	K05	1.0	\$34,590- \$42,452	7/7/2018
101-223	10211-001	Deputy Director-Financial Mgt & Admin	K12	1.0	\$72,363- \$88,774	7/7/2018

101.223	10310-001	Financial Systems Supervisor	K10	1.0	\$88,774 \$57,803- \$70,928	7/7/2018
101-223	10407-001	HCS Purchasing Coordinator	K05	1.0	\$34,590- \$42,452	7/7/2018
101-223	10765-001	Senior Financial Analyst	K07	1.0	\$41,704- \$51,230	7/7/2018
101-223	10765-003	Senior Financial Analyst	K07	1.0	\$41,704- \$51,230	7/7/2018
101-223	10765-005	Senior Financial Analyst	K07	1.0	\$41,704- \$51,230	7/7/2018

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Amanda Morse, Deputy County Administrator, 269-384-8148



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 3, 2018
DEPARTMENT: Office of Community Corrections
PREPARED BY: Ken Bobo, Director
SUBJECT: Request for Approval for Community Corrections to Submit Grant Application to the Michigan Department of Corrections for FY19 Funding

SPECIFIC ACTION REQUESTED:

Approve The Office of Community Corrections (OCC) to prepare and submit application to the Michigan Department of Corrections (MDOC) for \$833,095 FY19 funding.

DESCRIPTION OF ACTION (dollar amount, purpose):

Each year, OCC relies heavily on grant funding, generally approximating 60%, from the MDOC.

The State will not supply grant guidelines until the last week of March 2018, nor forms until the first week of April 2018, and the grant must be submitted by 01 May 18; therefore, this request is based on more than 20-years of historical estimates. Full grant application will be submitted after CCAB approval in April 2018.

TIME FRAME OF ACTION:

Grant year runs from 01 Oct 18 through 30 Sep 19. Application will be due on 01 May 18.

FUNDING SOURCE & BUDGET CHANGES:

State

PERSONNEL IF REQUIRED:

No additional personnel.

NEW OR RENEWAL:

Technically new, but this grant has been received, in varying amounts, for more than 20 years.

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Ken Bobo, Director, 269-383-6447



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 3, 2018
DEPARTMENT: Sheriff
PREPARED BY: Terra Mickolatcher
SUBJECT: Request for Approval to Submit the 2018 Marine Grant program through the Michigan Department of Natural Resources (DNR)

SPECIFIC ACTION REQUESTED:

Request for Approval to Submit the 2018 Marine Grant through the Michigan Department of Natural Resources (DNR).

DESCRIPTION OF ACTION (dollar amount, purpose):

Grant submission request of \$25,000 for marine programming for 2018. The total grant program estimated cost is \$114,772.00 with the County's portion of \$89,772.00 being funded from the General Fund Operating Budget. The Marine Grant program includes many elements such as boating safety, monitoring waterways, and patrolling. This is an annual submission through an online application program whereas; the County pays a portion of the costs for the program.

TIME FRAME OF ACTION:

Grant Period: January 1st through September 30th

FUNDING SOURCE & BUDGET CHANGES:

Federal

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal #MS18-061

ANY OTHER PERTINENT INFORMATION:

No new personnel, existing personnel

1 full time officer: estimated wages & fringe: \$61,822.00

9 part-time officers: estimate wages & fringe : \$31,961.00

Total Estimate Wages & Fringe: \$ 93,782.00

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Rick Fuller, Sheriff



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 3, 2018
DEPARTMENT: Sheriff
PREPARED BY: Terra Mickolatcher
SUBJECT: Request for Approval to Accept Grant from the State of Michigan for Michigan Medical Marijuana Operation and Oversight

SPECIFIC ACTION REQUESTED:

The approval of this funding will provide equipment of a MILO Range Pro Training device that will enhance training opportunities for deputies to work through real-life law enforcement activities. These training activities will provide training on traffic stops, building searches, and educational scenarios.

DESCRIPTION OF ACTION (dollar amount, purpose):

The State approved grant is for Michigan Medical Marijuana Operations and Oversight, MCL 333.26421 et seq./Michigan Medical Marijuana

TIME FRAME OF ACTION:

January 1, 2018 to September 15, 2018

FUNDING SOURCE & BUDGET CHANGES:

State of Michigan has approved a budget of \$60,615.00

Budget Changes:

Account Name	Account Number	Increase/Decrease	Amount
State Revenue	288-010-600.02	Increase	60,600
New Equipment	288-010-958.00	Increase	60,600

PERSONNEL IF REQUIRED:

No Personnel Costs

NEW OR RENEWAL:

New

Grant #2018MOOG KALAMAZOO

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

CONTACT PERSON:

James VanDyken



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 3, 2018
DEPARTMENT: Administrative Services
PREPARED BY: Amanda Morse, Deputy County Administrator-
Internal Services
SUBJECT: Request for Approval of Disbursements

SPECIFIC ACTION REQUESTED:

Approval of Disbursements

DESCRIPTION OF ACTION (dollar amount, purpose):

Disbursements totaling \$2,104,819.33

TIME FRAME OF ACTION:

Checks will be released 4/4/2018

FUNDING SOURCE & BUDGET CHANGES:

Please see claims list attached with Committee of the Whole agenda.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

N/A

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Amanda Morse, Deputy County Administrator, 269-384-8148



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 3, 2018
DEPARTMENT: Michigan Works!
PREPARED BY: Amy Meyers
SUBJECT: Review for Approval of Statewide Rapid Response Allocations for Customer Relationship Management (CRM) for Program Year 2017.

SPECIFIC ACTION REQUESTED:

Request for Approval of Statewide Rapid Response Allocations for Customer Relationship Management (CRM) for Program Year 2017.

DESCRIPTION OF ACTION (dollar amount, purpose):

Review for approval an allocation totaling \$4,173, from the Talent Investment Agency(TIA), for Michigan Works! Southwest to be used in support of electronic systems for customer relationship management (CRM).

The funding is to be used to support existing CRM systems or for the purchase or renewal of software licenses that will aid in the identification and information gathering of potential layoffs or opportunities for layoff aversion, while the TIA works on integrating CRM functionality into the state data system.

Locally, funds will be used to purchase licenses for Salesforce, a CRM system that is being used across the state for Business Services related activities, such as identification and information gathering of potential layoffs or opportunities for layoff aversion.

TIME FRAME OF ACTION:

July 1, 2017 through June 30, 2018

FUNDING SOURCE & BUDGET CHANGES:

Grant Funding Information

Grant Title: Workforce Innovation and Opportunity Act (WIOA) Statewide Rapid Response Allocations for Customer Relationship Management (CRM) for Program Year 2017

Grantor Agency: Michigan Talent Investment Agency

Grant Period: July 1, 2017 through June 30, 2018

CFDA #: N/A

Program Name: Statewide Rapid Response Allocations for Customer Relationship Management (CRM)

Program:

Grant ID:

Originating Funding Source: Workforce Innovation and Opportunity Act (WIOA) Statewide Rapid Response

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Lisa Henthorn, Deputy County Administrator, 269-383-8901

**Statewide Rapid Response Allocations for Customer Relationship Management (CRM) for
Program Year (PY) 2017, the Period of July 1, 2017 through June 30, 2018
PI 18-06**

Background

For PY 2017, the Talent Investment Agency (TIA) has made available funding totaling \$4,173 for Michigan Works! Southwest to be used in support of electronic systems for customer relationship management (CRM). This is the same allocation Michigan Works! Southwest received for PY 2016.

The funding is to be used to support existing CRM systems or for the purchase or renewal of software licenses that will aid in the identification and information gathering of potential layoffs or opportunities for layoff aversion, while the TIA works on integrating CRM functionality into the state data system.

By using data systems to identify and gather information, local areas are allowed to provide assistance to employers in managing reductions in workforce, which may include early identification of firms at risk of layoffs, assessment of the needs of and options for at-risk firms, and the delivery of services to address those needs. An electronic CRM system allows for a more proactive approach to assist employers for those companies at risk of having a layoff or to identify where layoffs have already occurred.

Planned Use

Locally, funds will be used to purchase licenses for Salesforce, a CRM system that is being used across the state for Business Services related activities, such as identification and information gathering of potential layoffs or opportunities for layoff aversion.

Salesforce is a CRM platform that provides users with an interface for case management and task management, and a system for automatically routing and escalating important events. The Salesforce customer portal provides the ability to track what has been entered by Michigan Works! Southwest, as well as what has been entered by identified partners, including local and state economic development. Salesforce also includes a social networking plug-in that enables users to link with social networking websites, provides analytical tools and offers other services including email alert, chat, and Google search.

Technical Information

Program Title/Number	Statewide Rapid Response Allocations for Customer Relationship Management (CRM) for PY2017; PI: 18-06
Funding Source	Appropriation Year (AY) 2016 WIA Statewide Rapid Response Reserve funds
Funding Level	\$4,173
Duration	July 1, 2017 through June 30, 2018
Reference	Talent Investment Agency (TIA) PI: 18-06, 2/22/2018
CFDA Number	17.278



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 3, 2018
DEPARTMENT: Administrative Services
PREPARED BY: Dina Sutton, Administrator's Executive Coordinator
SUBJECT: Request for Approval of Resolution to Build a Trauma Informed, Resilient, and Healthy Kalamazoo County

SPECIFIC ACTION REQUESTED:

Request for Approval of Resolution to Build a Trauma Informed, Resilient, and Healthy Kalamazoo County as presented at the March 20, 2018 Committee of the Whole meeting.

DESCRIPTION OF ACTION (dollar amount, purpose):

n/a

TIME FRAME OF ACTION:

April 3, 2018

FUNDING SOURCE & BUDGET CHANGES:

n/a

PERSONNEL IF REQUIRED:

n/a

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

n/a

PROCUREMENT INFORMATION:

n/a

CONTACT PERSON:

Stephanie Moore

Chair

Dale Shugars

Vice Chair



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

Kalamazoo County Board of Commissioners

RESOLUTION

RESOLUTION TO BUILD A TRAUMA INFORMED, RESILIENT, AND HEALTHY KALAMAZOO COUNTY

Whereas, the terms *trauma and toxic stress* refer to experiences that render an individual helpless or powerless and creates the threat of harm or loss in the absence of an adequate adult support; and

Whereas, Adverse Childhood Experiences, or ACEs, including poverty, abuse, neglect, and long term stresses such as domestic violence, substance abuse, incarceration of a parent, divorce, and mental illness are a significant cause of trauma and toxic stress; and

Whereas, Adverse Childhood Experiences are common across all populations; and

Whereas, in Michigan, 62% of adults have at least one Adverse Childhood Experience; and 16% of adults have at least four Adverse Childhood Experiences; and

Whereas, long term and chronic exposure to toxic stress can have long lasting, negative effect on a person's physical, social, and emotional wellbeing; and lead to compromised health, educational and community outcomes; and

Whereas, an increase in the number of Adverse Childhood Experiences are related to an increase in substance abuse, suicide attempts, alcoholism, depression, smoking, domestic violence, sexual assault, and workplace absenteeism; and

Whereas, an increase in the number of Adverse Childhood Experiences are related to an increase in the likelihood of lung cancer, diabetes, obesity, cardiovascular disease; and

Whereas, an increase in the number of Adverse Childhood Experiences are related to an increase in learning and behavioral challenges in the classroom, compromising a student's ability to learn and succeed in school; and

Whereas, resilience is the ability to "bounce back" after bad things happen; and,



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 3, 2018
DEPARTMENT: Administrative Services
PREPARED BY: Dina Sutton, Administrator's Executive Coordinator
SUBJECT: Request for Approval of Appointments to the Kalamazoo County Transportation Authority

SPECIFIC ACTION REQUESTED:

Request for Approval of Appointments to the Kalamazoo County Transportation Authority

DESCRIPTION OF ACTION (dollar amount, purpose):

n/a

TIME FRAME OF ACTION:

FUNDING SOURCE & BUDGET CHANGES:

n/a

PERSONNEL IF REQUIRED:

Appointment of the following individuals:

Sam Urban and John Dillworth to assume a term ending December 31, 2018.

Dusty Farmer and Timothy Sloan to assume a term ending December 31, 2020.

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

n/a

PROCUREMENT INFORMATION:

n/a

CONTACT PERSON:

Dina Sutton, Administrator's Executive Coordinator, 269-383-8650



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 3, 2018
DEPARTMENT: Administrative Services
PREPARED BY: Beth White, Corporation Counsel
SUBJECT: Request for Approval of a 90 day Temporary Employee

SPECIFIC ACTION REQUESTED:

Request for Approval of a 90 day Temporary Employee

DESCRIPTION OF ACTION (dollar amount, purpose):

The Office of Corporation Counsel requests a temporary Paralegal for a period not to exceed 90 days at a rate of pay of \$14.57/hr to \$16.34/hr (dependent on experience) for an estimated 40 hours per week.

TIME FRAME OF ACTION:

Immediately

FUNDING SOURCE & BUDGET CHANGES:

Existing Corporation Counsel Salary & Fringe Budget

PERSONNEL IF REQUIRED:

CREATION:

Fund & Activity	Position #	Position Title	Band	FTE	Salary Range	Effective Date
101-104	TBD	Temporary Paralegal	N/A	0.00	\$14.57-\$16.34	4/3/2018

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

Beth White, Corporate Counsel, 269-383-8968